

# MANUAL FOR WORK IN FOREIGN FIELDS

*of the*

BOARD OF MISSIONS OF  
THE METHODIST CHURCH

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1957

150 Fifth Avenue, New York 11, N. Y.



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150 Fifth Avenue, New York 11, N. Y.

*Keep this Manual where it will be available when on furlough or on the field.*

## **MANUAL FOR FOREIGN MISSIONARY WORK**

Prepared by the Interdivision Committee on Foreign Work and adopted by the executive committees of the Woman's Division of Christian Service and of the Division of World Missions of the Board of Missions of The Methodist Church in March, 1943.

Reprinted with revisions, 1945, 1949, 1952, 1957.

The Board reserves the right to modify or amend this *Manual* in whatever way appears to be in the best interest of the cause of missions at home and abroad.

*If any changes are made during the quadrennium in this Manual, they will be transmitted to you so that corrections can be made in your copy. If extensive changes are made, the pages will be reprinted and sent to you for insertion in your copy of the Manual.*

## FOREWORD

This *Manual* is intended primarily for the use of the foreign missionaries of the Board. It seeks to define the relations of the missionaries of the Board and to outline the main routine procedures to be followed by the Board and the missionaries in carrying on work committed to them by the church.

In a few instances terms are found which vary somewhat from expressions used in the *Discipline*. For example, the full names of the two agencies of the Board administering the work of foreign missions are (1) the Division of World Missions and (2) the Department of Work in Foreign Fields of the Woman's Division of Christian Service. For convenience and brevity these are referred to in the *Manual*, as (1) General Division and (2) Woman's Division.

This edition of the *Manual* embodies changes that have been made since the 1952 edition was published. The references to the *Discipline* are to the 1956 edition. Every missionary is expected to know and observe the provisions of the current *Manual*.

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# MANUAL FOR WORK IN FOREIGN FIELDS

## I. AIM AND ORGANIZATION

### 1. **What is the aim of missions?**

As stated in Par. 1166 of the *Discipline*,

The supreme aim of missions is to make the Lord Jesus Christ known to all peoples in all lands as their divine Saviour, to persuade them to become his disciples, and to gather these disciples into Christian churches; to enlist them in the building of the Kingdom of God; to cooperate with these churches; to promote world Christian fellowship, and to bring to bear on all human life the spirit and principles of Christ.

### 2. **What is the Board of Missions?**

The general administrative agency of The Methodist Church for missionary work is an incorporated organization called the Board of Missions of The Methodist Church. "Its objects are religious, philanthropic, and educational, designed to diffuse more generally the blessings of Christianity in every part of the world, by the promotion and support of all phases of missionary and church extension activity in the United States and other countries; to promote missionary intelligence, interest, and zeal throughout The Methodist Church; and to aid in Christianizing personal life and the social order in all lands and among all peoples. Other agencies of The Methodist Church shall conduct work in foreign fields only with the consent of and in cooperation with the Board of Missions." (*Discipline*, Par. 1169.)

### 3. **What are the divisions of the Board?**

(1) The Board conducts its activities through **three administrative divisions** and a **joint section of Education and Cultivation**, namely:



- a. Division of World Missions
- b. Division of National Missions
- c. Woman's Division of Christian Service
- d. Joint Section of Education and Cultivation, (*Discipline*, Par. 1178.)

## (2) **General Division and Woman's Division**

- a. The work of foreign missions is administered by the Division of World Missions and by the Department of Work in Foreign Fields of the Woman's Division of Christian Service. (*Discipline*, Pars. 1197, 1245.)

(Note: The work in Alaska, Hawaii, Puerto Rico, and the Dominican Republic is administered by the Division of National Missions and the Department of Work in Home Fields of the Woman's Division of Christian Service. (*Discipline*, Pars. 1213, 1247.))

- b. The *Discipline* commits to the Division of World Missions all general foreign missionary activities. Therefore, aid in support of national preachers, building of churches, training of the future ministry, and direct cooperation with annual conferences and churches on the field are understood to be the special responsibility of the Division of World Missions. The *Discipline* commits to the Woman's Division of Christian Service the responsibility to develop and maintain work for and among women and children. (*Discipline*, Pars. 1197, 1242.) In accord with these same general principles, some institutions, projects, and activities are joint projects because they seek to minister to all ages and both sexes and either aid in the building of the church or represent the outreach of the church into areas of human need.



- c. In this *Manual*, for the sake of convenience, the Division of World Missions is called the **General Division** and the Department of Work in Foreign Fields of the Woman's Division of Christian Service is called the **Woman's Division**. However, in all legal documents, bank accounts, deeds of transfer, leases, wills, and contracts the legal names of the Divisions should be used. (See Paragraph 224, p. 100.)
- d. Each Division has authority to regulate its own proceedings; to recommend fields of labor; to accept, train, and maintain workers; to buy and sell property; to secure and administer funds for the support of all work under its charge; to prepare and recommend to the Board appropriations for its work. (*Discipline*, Pars. 1196, 1241.)

#### **4. What is the Interdivision Committee on Foreign Work?**

(1) The two Divisions do much planning and formulating of policies through the Interdivision Committee on Foreign Work. To this committee (generally referred to as "Interdivision") are referred:

- a. Subjects of general policy;
- b. Matters of administration affecting both Divisions;
- c. Appropriations to joint projects, interdenominational or Methodist;
- d. Policies which have to do with missionary support, terms of service, medical care, et cetera;
- e. Decisions regarding the opening of new work or entering new fields;
- f. Recommendation of candidates to the Crusade Scholarship Committee;

g. Many other items which call for joint action or consideration by both Divisions.

(2) An equal number of representatives of the staffs of the two Divisions are members of the Interdivision Committee.

(3) The Interdivision Committee meets monthly at Board headquarters. Twice a year a three-day meeting is held away from the offices for special unhurried consideration of policy matters.

## II. DEFINITION AND CLASSIFICATION OF MISSIONARIES

### 10. *Who are missionaries?*

(1) To be a regular missionary of the Board, a person shall have been:

- a. Recommended by the Joint Committee on Missionary Personnel (*Discipline*, Par. 1189);
- b. Accepted and commissioned by the Board of Missions;
- c. Assigned to one of the Divisions for appointment to service in one of the foreign fields.

(2) All missionaries are missionaries of the Board, but they serve under the administrative direction of the respective Division.

(3) No person shall be accepted as a foreign missionary of the Board for service in the country of which he is a native.

(4) A person received into the conference on the field, but not accepted by the Board, is not a missionary of the Board. Reception by an annual or provisional annual conference or Mission gives one no claim to recognition as a Board missionary or to receive the support of a Board missionary, the allowances for children, or furlough or retired allowance from funds of the Board of Missions.

(5) Persons sent to the field for special service for less than three years shall not be designated as missionaries.

### 11. *What are the classifications of missionaries?*

There are two kinds of missionaries:

(1) **Commissioned or regular-term missionaries:** Those commissioned for life service in accordance with the procedure indicated in paragraph 10 (above).

(2) **Special-term missionaries:**

- a. Persons of experience who can devote a limited number of years to a special assignment abroad;
- b. Young persons just out of college or professional school who have not yet accepted foreign missionary service as their life work, but who believe in the missionary enterprise and desire to spend at least a few years in service abroad. **(Further information concerning special-term missionaries is found in the Appendix, page 102).**

(3) A commissioned and a special-term missionary receive the same travel and medical allowances, and provision for living quarters.

(4) A missionary shall be listed for official record according to the classifications provided for in this chapter. If there is any variation from the *Manual* provisions in the terms of employment of any missionary, this variation shall be noted in the official records of the Division at the time of acceptance.

**12. What rules apply to married missionaries?**

(1) When a married couple applies for missionary service under the Board, the qualifications of both persons shall be considered by the Joint Committee on Missionary Personnel. Neither party will be accepted unless both are recommended by the committee, and when accepted, both husband and wife are considered missionaries of the Board.

(2) When a single man serving as a missionary of the Board plans to marry and desires to continue in the service of the Board, he should take up with his executive secretary the financial matters involved and also the question of obtaining from the Joint Committee on Missionary Personnel approval of the missionary qualifications of his fiancée. Unless she is recom-

mended by the committee and accepted by the Board he cannot continue in the service of the board after marriage.

(3) A single woman who becomes engaged after her arrival on the field should confer with her executive secretary before deciding the time of her marriage in order that provision for her work may be made. (See 38 (2) p. 18).

(4) In case a single woman missionary marries anyone other than a missionary of the Board, her status as a missionary of the Board shall cease on the date of her marriage. (See 38 p. 18).

### III. QUALIFICATIONS FOR MISSIONARIES AND METHOD OF APPLICATION AND APPOINTMENT

#### 20. *What are the qualifications necessary for a commissioned missionary?\**

(1) A strong commitment to Jesus Christ, a Christian experience one wishes to share with others, and an ability to share one's faith both by contagion and proclamation.

(2) Membership in The Methodist Church, although some exceptions are made.

(3) Age between 23 and 35 years.

(4) A college degree from an accredited college and at least one year of additional study in a school for missionary training approved by the Board.

(5) Professional training for evangelistic work

a. **Ministerial:** theological seminary training.

b. **Lay:** One or more years in a school of missionary training with an emphasis on Bible study.

(6) Professional training for educational work

a. **Elementary and secondary teachers:** special courses in education. A teacher's certificate is often desirable.

b. **College teachers:** graduate courses in education and in the subjects of one's specialization. A Master's or Doctor's degree will be required for certain positions.

(7) Professional training for medical work

a. **Doctors:** the M.D. degree from a medical college recognized by the American Medical Association, followed by two years of approved internship.

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\* See Appendix (p. 102) for qualifications of a special-term missionary.



- b. **Nurses:** the R.N. degree from an approved school of nursing in addition to a college degree.

(8) **Professional training** for other work (including agricultural, audio-visual and radio, and literature and literacy work, engineering, social service)—technical training in accord with the needs of the specific appointment.

(9) At least one year of successful **experience** in work similar to that to which a missionary will be assigned. For doctors the residency or internship will give the required experience.

(10) Since foreign service is often exacting, **good health** and a strong constitution are essential factors in missionary work. A thorough examination under the direction of the medical secretary of the Board is required. No missionary will be permitted to sail unless his health has been cleared by the medical department within eight weeks of sailing. All candidates are given the benefit of psychological tests and evaluation.

(11) **For wives** of missionaries the same qualifications as named above are necessary since they are missionaries of the Board.

## **21. To whom does a candidate apply?**

To the Joint Committee on Missionary Personnel. That committee recommends to the Board the standards and qualifications of missionary candidates for home and foreign service and is responsible for their enlistment, cultivation, training, and recommendation. (*Discipline*, Pars. 1189, 1190.)

## **22. How does a candidate apply for service?**

The candidate applies to the Joint Committee on Missionary Personnel. The committee will inform him as to the procedure to be followed. A candidate is accepted as a missionary about a year before he is ready to go to the field or when he is ready for specialized missionary training.



**23. *How is a missionary appointed?***

A missionary is appointed to the field of service by the Division concerned, and his appointment on the field is made by the bishop after consultation with the persons concerned. In case a missionary is sent in response to a request for a specific job and with specific training for that work, it is expected that he will be placed in the position indicated.

**24. *What is the purpose of the conference for new and furlough missionaries?***

An annual conference is held with newly appointed missionaries and those on furlough. This conference is regarded as an essential part of the missionary's preparation for service. The program is planned to help establish personal relationships, for fellowship, for discussions of items of mutual interest to the staff and the missionaries and to familiarize the missionary with the organization and functioning of the Board.

## IV. SALARIES AND ALLOWANCES

### 30. *How is a missionary's salary determined?*

The salary and allowances of a missionary are fixed by the Board. For regular missionaries in like circumstances and conditions, the salaries are equal. It is the policy of the Board to provide a salary that will enable a missionary to work effectively and give his entire time and attention to missionary service without anxiety concerning personal living expenses as long as he practices reasonable economy.

### 31. *What are the salary classifications?*

(1) Salaries vary in different countries according to the expense of living.

(2) The standard or **basic salary** for a missionary couple is \$2,000; for a single missionary of the Division of World Missions, \$1,200.\* The basic salary for a missionary of the Woman's Division is \$1,300.

(3) The yearly salary of a new missionary or missionary couple without children is the **adjusted salary** for that field.

(4) The **actual salary** is the adjusted salary plus children's allowance, which varies according to the age and number of children, plus service increments for years of service.

(5) The **total support** of a missionary includes salary, outfit allowances, living quarters with heavy furniture, the cost of travel to and from the field, medical (cf. chap. VIII) and educational grants, and the Board's contribution to pension and social security.

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\* The General Division provides a dollar allowance for taxes and insurance payments of \$100 for a single person and \$200 for a couple over and above all other payments.

**32. What is the furlough salary and rental allowance of a missionary?**

(1) The salary for missionaries on regular furlough in the United States is the same for missionaries from all fields.

(2) A rental allowance for married missionaries is made according to the schedule fixed by the Board at each annual meeting. The rental allowance is considered when furlough salaries are fixed for single missionaries.

(3) Adjustment between field and furlough salary is computed on a semi-monthly basis. A missionary arriving in the United States before the fifteenth of the month will receive furlough salary for that month; if he arrives on or after the fifteenth of the month, he will receive field salary to the fifteenth and furlough salary thereafter. A missionary sailing from the United States before the fifteenth will receive furlough salary to the fifteenth and field salary thereafter; if he sails on or after the fifteenth, he will receive furlough salary for the entire month.

**33. Who receives service increments?**

The salary of a missionary is increased for years of service according to the schedule fixed by the Board.

**34. What about children's allowances?**

(1) Children's allowances are paid according to the schedule fixed by the Board.

(2) The children's allowance is regarded as an addition to the salary of the parents. It does not cover the full cost of maintenance, but is provided in consideration of the increased family expense. Payment is made to the parents and not directly to the children.

(3) In the case of the death of a dependent child of an active missionary couple, the children's allowance is continued for three months from the first of the month following that in which the death occurs.

### **35. Can a missionary adopt children?**

(1) Married missionaries shall not adopt children without previous consultation with their executive secretary and permission from the Board. In no case will permission be given for the adoption in any one family of more than two children for whom the Board will assume children's allowance responsibility. Adopted children must be of the same race as the parents.

(2) A single missionary shall neither adopt children nor take them as his or her own.

### **36. What outfit allowances are paid?**

(1) A new missionary is granted a personal outfit allowance before sailing. A commissioned missionary returning home for regular furlough or for retirement is granted a homecoming reoutfit allowance. A missionary returning to the field from regular furlough is granted an outgoing reoutfit allowance.

(2) The amount of outfit and reoutfit allowance is according to the schedule fixed at the annual meeting of the Board, and appears in the *Journal*.

(3) Doctors are allowed an extra \$75.00 and nurses, an extra \$50.00 for personal medical equipment. These grants are made for the first term only.

### **37. Can a missionary earn money in addition to missionary salary and allowance?**

(1) A missionary is expected to devote his whole time and strength to the work under the auspices of the Board. Other work for pay shall be engaged in only with the express permission of the Board, and the money received shall be used for missionary work as may be directed by the Board.

(2) A missionary shall avoid business entanglements. He is not to borrow money from nationals, contract debts, engage in any form of buying and selling for gain, nor to lend money to nationals at interest.

### **38. *What if a missionary marries?***

(1) When a single woman missionary marries, her salary is automatically discontinued as of the date of her marriage.

(2) If a missionary of the Woman's Division marries during the first term of service, she shall refund to her Division an amount on outgoing travel, outfit allowance, and training in proportion to her term of service remaining uncompleted. The same principle applies to succeeding terms of service.

(3) It is understood that if she has been on the field for as much as half a term, the obligation for outgoing travel has been met. The obligation for outfit and training is discharged by the whole first term of service.

(4) In case the missionary marries a missionary of the General Division, all obligation is discharged at the end of half a term.

### **39. *What if a missionary resigns?***

If a missionary leaves the work or returns home on his own volition before completing the regular term of service, he shall return home at his own expense and refund outgoing travel and outfit allowance in proportion to the term of service remaining uncompleted. These regulations will not apply when the return is authorized by the Board.

### **40. *What salary adjustments follow the death of a missionary?***

(1) In the case of the death of a married missionary in active service, full allowances will be continued to the survivor for



six months from the first of the month following the death of the missionary. Any adjustments beyond that period will be considered on recommendation of the secretary for the field.

(2) In the case of the death of a married missionary in the retired relationship, the survivor will continue to receive full allowance for a period of three months from the first of the month following the date of death.

(3) In the case of the death of a married man, children's allowance will be continued beyond six months on the usual terms, in case of need, subject to annual review, unless the widow remarries or terminates her missionary service. It is understood that in the case of remarriage the determination of whether the children's allowance is to be continued will be made in light of circumstances.

(4) In the case of the death of a single missionary, salary payments shall cease with the payment received in the month in which death occurs.

#### **41. Does a missionary pay income tax on furlough salary?**

(1) Furlough salary is not subject to United States income tax (See 205, p. 94) but if a missionary engages in any kind of remunerative work during furlough, the situation is changed. Therefore, it is important that a missionary who wishes to engage in such work consult in advance with the executive secretary.

## V. FURLOUGHS AND TERMS OF SERVICE

### 50. What is the purpose of a furlough?

(1) At the end of each complete term of service on the field each commissioned missionary is required to return to the homeland for furlough.

(2) The furlough should not be regarded as a vacation or a year off. It is required by the Board as a means of maintaining and increasing the effectiveness of the missionary's contribution to the church on the field and for the missionary education of the home church.

*Furlough assumed to be 1 yr from this. <sup>Amis</sup>*

### 51. What is the length of a term of service?

<b>Africa</b>	<b>India</b> .....	5
Angola .....	<b>Hong Kong</b> .....	5
Southern Congo.....	<b>Japan</b> .....	5
Central Congo .....	<b>Korea</b> .....	5
Liberia .....	<b>Malaya</b> .....	4
Mozambique .....	<b>Mexico</b> .....	5
North Africa .....	<b>Nepal</b> .....	5
S. Rhodesia .....	<b>Okinawa</b> .....	5
<b>Argentina</b> .....	<b>Pakistan</b> .....	5
<b>Bolivia</b> .....	<b>Panama</b> .....	5
(1st term 4 years)	<b>Peru</b> .....	5
<b>Brazil</b> .....	<b>Philippines</b> .....	4
<b>*Bulgaria</b>	<b>*Poland</b>	
<b>Burma</b> .....	<b>Sarawak</b> .....	4
<b>Chile</b> .....	<b>Sumatra</b> .....	4
<b>*China</b>	<b>Taiwan</b> .....	5
<b>Costa Rica</b> .....	<b>Uruguay</b> .....	5
<b>Cuba</b> .....		

\* These fields are closed at present.



(3) A missionary who works in South America at an altitude of 9,000 feet and above or where the climate is extremely difficult may be granted the same length of service as that adopted for Bolivia.

## **52. How long is a furlough?**

The furlough period is approximately one year of absence from the work on the field. For fields in which the term of service is three years, the furlough period is for nine months.

## **53. How is a furlough to be spent?**

(1) Before leaving the field a missionary should correspond with his executive secretary concerning plans for the use of his furlough.

(2) Upon arrival in the United States he is entitled to have at least the first month for rest and visits with friends. After that time, unless the medical department recommends otherwise, he is at the disposal of the Board for such further preparation for service or home cultivation as may seem best.

(3) After plans for rest and medical care have been made in accordance with the report of the medical department and plans for study have been approved by the executive secretary, the Joint Section of Education and Cultivation shall be informed of the time the missionary will be free to engage in cultivation work under the direction of that Section.

(4) The major part of the first furlough and a part of each succeeding furlough shall be spent in study.

(5) After the second furlough, the furlough period may be shortened, if desired by the missionary and recommended by the executive secretary.

#### **54. *Can furloughs be spent outside the United States?***

It is considered desirable that furloughs be spent in the United States for the sake of the missionary's influence in the home church. A missionary, who for special reasons obtains permission from his executive secretary to spend a part or all of his furlough in another country, should arrange previously with the secretary as to the length of such stay and the date on which the remittance of furlough salary should begin.

#### **55. *Must a missionary apply for furlough?***

The Field Committee or the corresponding committee on the field, when reporting its askings to the Board, shall call attention to the furloughs that are due during the year for which the askings are made and shall make recommendations, including the date when the furlough should begin. At the time appropriations are made for a given year, the Board shall pass upon the furloughs that fall within that year.

#### **56. *Who advances expenses for furlough travel?***

The field treasurer should plan in advance so that funds are available on the field for furlough travel. Where advisable, he should inform the missionaries as to mode of travel, et cetera. (See 133, p. 53.)

#### **57. *How much vacation does a missionary have?***

(1) While on the field each missionary is expected to take an annual vacation of approximately one month away from his station, free of all conferences, committee meetings, and other professional duties.

(2) During the furlough year a missionary is not expected to take a vacation in addition to the furlough period.

(3) When a missionary wishes to spend a vacation outside the country in which he serves, the time and place for such leave shall be reported in advance to the executive secretary for the field and to the bishop in charge.

## **VI. RECALL AND WITHDRAWAL OF MISSIONARIES**

### **60. *What mutual obligations stand between the missionary and the Board?***

(1) A missionary is subject to the direction of the Board, yet he is not an employee of the Board in the ordinary sense. He is a co-worker with the Board in conducting a work to which both Board and missionary are constrained by the Spirit of God. Even though there is no written contract, there are obligations which are morally binding upon both missionary and Board.

(2) It is assumed that a commissioned missionary enters upon the work for life. However, circumstances may arise which make it necessary for a missionary to withdraw from the service of the Board or for the Board to withdraw or recall a missionary.

(3) When a missionary accepts travel allowance and goes to a field he thereby obligates himself to complete the regular term of service on that field unless prevented by ill health.

(4) If a missionary leaves the work or returns home on his own volition before completing the regular term of service, he shall travel at his own expense and refund outgoing travel and outfit allowance in proportion to the term of service remaining uncompleted. (See 39, p. 18.)

(5) If a missionary shows unfitness for the work due to inability to acquire the language, failure to make adaptation to conditions on the field, inharmonious relations with associates, or any other cause, he may be withdrawn or recalled by the Board. In such case, expenses home will be paid by the Board. Where circumstances warrant, the Board will grant regular furlough salary up to six months.

(6) A missionary withdrawn from the field for health reasons shall be given consideration according to the circumstances.

(7) At the Field Committee meeting prior to a missionary's departure from the field on regular or special furlough, the committee shall make recommendation to the Board concerning his return. The vote shall be taken by secret ballot and the recommendation should be based entirely upon the committee's judgment concerning the acceptability and effectiveness of the missionary as a Christian worker. The bishop or chairman of the field committee shall report in person the action to the missionary concerned and in writing to the board secretary. (See 106, p. 44.)

### **61. Can missionary service be discontinued?**

(1) At the end of the **first term** of service the relationship between the missionary and the Board may be terminated without discredit. If that happens, salary shall be paid for six months unless remunerative employment is found earlier. If the missionary intends to resign or if the Board intends to discontinue the relationship, notice of such intention should be given at the beginning of the furlough.

(2) After a **second term** of service has been satisfactorily completed it is assumed that the missionary will continue in the service of the Board unless notice to the contrary is given. If the missionary intends to resign, notice of such intention should be given at the beginning of the furlough, in which case furlough salary will be continued for six months unless remunerative employment is obtained earlier. If the Board does not plan to return the missionary to the field, notice shall be given at the beginning of the furlough period and the salary shall be continued for nine months from the date of leaving the field, unless remunerative employment is found earlier.

(3) If at any time during the furlough period the Board decides that it is inadvisable to return a missionary to his field, the salary will be continued for six months from the time that such notice has been given to the missionary if the missionary is dependent upon the salary for support.



(4) When a single woman missionary marries, her salary is automatically discontinued. In case she marries anyone other than a missionary of the Board her status as a missionary shall cease. (See 38, p. 18.)

**62. What happens in case of evacuation of missionaries?**

Whenever conditions arise on the field making it advisable for the Board to evacuate missionaries, the Board reserves the right to take such action.

**63. Can a missionary go on leave of absence without salary?**

(1) When a missionary is unable for any reason to return to the field and wishes to retain the status of a missionary of the Board, the Division concerned may at its discretion grant a leave of absence without salary. The leave of absence shall be granted for not more than one year at a time, and the missionary shall not be continued in this status for more than two years.

(2) If after a two-year period such person should desire reinstatement as an active missionary, the application shall come to the Division concerned in the usual way through the Joint Committee on Missionary Personnel. (The above provision shall not apply to a missionary who has been evacuated or withdrawn from the field by the Board on account of war or other emergency. The status of such a missionary will be determined by special action of the Division concerned.)

(3) The time spent "on leave of absence" shall not be counted in reckoning credit for retirement allowance.

(4) In cases where a missionary is on leave of absence without salary, the Board reserves the right to review the relationship to the Board before that person is returned to the field. (See 106, p. 45.)

## **VII. STUDY OF LANGUAGE, CULTURE, AND HISTORY OF THE FIELD**

### **70. *Is language study required?***

Without a thorough knowledge of the language and culture of the people, a missionary is greatly handicapped in whatever line of work he undertakes and he misses the joy of understanding fellowship with persons beyond the limited circle of those who know English. The Board requires all commissioned missionaries to learn the language, and allows time for this purpose. Exceptions to this rule will be made only upon vote of the Division concerned.

### **71. *What is a Language and Orientation Committee?***

(1) On each field and in each language area there shall be set up a committee to supervise language study, cultural orientation and introduction to the work of the church in that area. The executive secretaries shall be responsible for negotiations with the field for the establishment of such a committee.

(2) This committee shall see that responsibility is placed for maintaining contacts with the new missionaries. The committee shall prescribe a course of study to be followed by new missionaries for from two to five years, depending upon the difficulty of the language to be learned. In addition to the work in language and literature, the course shall contain prescribed readings in the culture and history of the country.

(3) The committee shall be constituted as may best suit conditions on the field, in consultation with the board secretaries.

(4) The committee shall guide new missionaries in their study, examine their progress, and make an annual report through the Missionary Committee to the Board on each missionary's progress in acquiring the language until he has completed the prescribed course.



(5) The committee shall present to the Missionary Committee an estimate of cost of language study, and the Missionary Committee shall include the amount needed in its askings for missionary support. (See 160, p. 61.)

(6) The missionary's proficiency in the use of the language shall be an important factor in the Board's decision concerning his return to the field after the first term of service.

## **72. *Is there a language school?***

In language areas where language schools have been established the new missionary shall attend as long as he is so advised by the Language and Orientation Committee.

## **73. *Are language teachers provided?***

Individual language teachers will be provided for new missionaries as the Language and Orientation Committee may decide necessary.

## VIII. MEDICAL CARE

### **70. *What is the Board's policy on medical care?***

(1) The Board recognizes a major responsibility for the health of regular missionaries and their minor children. It is assumed that reasonable care and economy will be followed in incurring medical expenses.

(2) In implementing the Board's policy of assisting missionaries to maintain good health, the cooperation of the missionary is expected as follows.

- a. Observance of the rules of hygienic living;
- b. Vaccination and inoculation against such communicable diseases as are indicated by conditions on the field;
- c. Annual health examinations of all missionaries and their children;
- d. Observance of regulations regarding vacations. (See 57, p. 22.)

(3) All correspondence regarding health:

- a. Of Woman's Division missionaries should be directed to the executive secretary of the field;
- b. Of General Division missionaries should be directed to either the executive secretary of the field or the medical secretary.

(4) The Board cooperates with other Boards in maintaining the Associated Missions Medical Office as a part of its responsibility for missionary health. The A.M.M.O. works in close cooperation with the executive secretaries and the medical secretary of the Board.

**71. What are the regulations regarding medical clearance of candidates?**

(1) Applicants for missionary service shall have a careful, thorough physical examination by a competent physician, using forms provided by the A.M.M.O. No applicant will be fully accepted as a candidate until he has been passed as physically fit for missionary service. The cost of such examinations (including any diagnostic and laboratory tests required) should be paid by the applicant who will be reimbursed by the Board. A statement of costs and receipts should be submitted to the Joint Committee on Missionary Personnel.

(2) If these examinations reveal any condition that should be corrected, the expense for such corrective measures must be borne by the candidate even though it is recommended by A.M.M.O.

**72. What medical services are provided on the field?**

(1) Doctors

In stations where medical missionaries of the Board are located they are regarded as the physicians of the missionaries and will render professional service to them without charge. In case a missionary desires the service of another physician, it shall be at personal expense unless such course of action is recommended by the Board's physician. Where there is no medical missionary of the Board, the Division concerned will be responsible for the necessary expense incurred in reaching or obtaining the service of the nearest competent physician or surgeon.

(2) Nurses

The missionary nurse, save in exceptional cases and when especially requested by the doctor in charge, is not expected to undertake general nursing duties in the family of a missionary.

(3) Hospitals

When hospitals to which the Board contributes care for missionaries of the Board render services, they are expected to make their charges as nearly as possible on a cost basis, to include medicines, supplies, food, accommodations and service, but not including the salaries of the foreign staff or charges based on capital investment in buildings and equipment.

**73. *What medical expenses are paid for candidates and newly appointed missionaries?***

(1) See 71.

(2) Candidates and newly appointed missionaries are responsible for all personal medical and dental expenses incurred from the time of acceptance until the time they are placed on Board salary except for the necessary vaccinations and immunization.

**74. *What medical expenses are paid for retired missionaries?***

(1) Woman's Division

Individual cases are considered and help given for medical expenses in necessary cases.

(2) General Division

Missionaries of the General Division who have given 25 years of service or who were in active service of the Division at the time of retirement will be under the same policy as active missionaries for the payment of approved medical and dental bills.

**75. *Are funeral expenses paid by the Board?***

It is not the practice of the Board to pay funeral expenses. Upon application to the nearest social security administration office a lump sum is paid to aid in funeral expenses. (See 204, p. 93.)

**76. What is the procedure and policy regarding medical bills?**

(1) General

- a. Medical bills shall be paid personally by the missionary and a request for reimbursement shall be made after the bill has been paid. In case of necessity, an advance on large medical expenditures may be granted.
- b. All bills in excess of \$300 for a single illness require staff action, and those in excess of \$500 require action by the executive committee of the Division concerned.

(2) Payment of bills on furlough:

- a. Bills are paid during furlough for regular missionaries and their dependent children.
- b. If prior authorization of the medical secretary has been obtained, hospitals and physicians may send bills directly to the medical secretary for approval.
- c. When time permits, an estimate of the approximate cost of surgery or hospitalization should be approved by the Board.
- d. Physicians should be requested to send reports of diagnosis and treatment to the A.M.M.O. for the health files which are maintained at headquarters. In case of an operation, the reports should include a pathological report on tissues removed. Medical bills will not be paid until these reports are on hand.
- e. Bills for medical services en route from the field to the United States and while in the United States shall be paid by the Division treasurer after approval by the medical secretary and the executive secretary.



(3) Payment of bills on the field:

- a. Bills incurred on the field or en route to the field shall be paid by the field treasurer in conformity with the preceding rules.
- b. The field treasurer shall not be authorized to pay more than \$300 for a single illness. When the total bills exceed this amount, they shall be referred for action directly to the medical secretary and the executive secretary concerned. Medical bills in amounts less than \$300 paid by the field treasurer shall be reported quarterly to the Board on special blanks provided for that purpose. Bills paid in foreign countries should be reported in U. S. currency.
- c. Field treasurers may make temporary advances on larger bills when the financial burden during the interim is embarrassing.

**77. *What are the regulations concerning medical examinations and reports?***

(1) There shall be an annual health examination of each missionary in active service, including missionary children, using forms supplied by A.M.M.O. The record of such examination shall be sent to A.M.M.O. and a duplicate kept in the individual's health survey booklet.

(2) At the beginning of furlough, each missionary shall have a thorough examination by an experienced physician. Definite advice as to procedures will come from the medical department. The missionary should allow enough time in the travel schedule for an extra day or two at the port of arrival for these examinations. After receipt and study of the report, the medical department will send to each missionary a survey of his health condition with advice for correcting health deficiencies. The advice

should be carefully followed and the health record should be kept readily available for the information of any physician consulted who may find it helpful in directing treatment.

(3) The findings of this examination will be the basis for the furlough program. Furlough study and deputation work should not be undertaken until there is a satisfactory clearance by A.M.M.O.

(4) During furlough period, the health problems revealed by the initial examination should be cleared under the direction of A.M.M.O., which should be consulted as to the local doctor and hospital.

(5) No missionary will be permitted to sail to the field until his health is cleared by A.M.M.O. This should be done about three months before sailing. These regulations apply to each child as well as to the adults.

(6) Major ill health experience on the field should be reported fully to A.M.M.O. as soon as possible. This report should be made by the physician in charge, with additional data from the missionary.

(7) Board permission for an emergency health furlough will be given only after receipt of a physician's report by the medical secretary and then only if in the judgment of A.M.M.O. and/or the medical secretary an emergency furlough is indicated. Whenever possible, the physician's report should be accompanied by the recommendation of the bishop and the missionary committee. Where there is insufficient time for correspondence, this may be arranged by cable.

## **78. *What vaccinations and immunizations are required?***

It is imperative that missionaries and their families maintain immunity insofar as possible to contagious diseases prevalent in the lands of service.



(1) Smallpox vaccinations should be repeated within four years of a successful “take.” It should be repeated annually when there has been no “take.”

(2) Typhoid-paratyphoid immunization is best maintained by annual “booster shots” following the initial course of three injections weekly. In the event of a lapse of more than one year, the three injections should be repeated.

(3) Smallpox vaccinations should be given to newborn infants before leaving the hospital and repeated until primary “take” is obtained. Thereafter the procedure is the same as for adults. In addition to the typhoid-paratyphoid inoculations for adults, children should receive tetanus-diphtheria-pertussis immunizations.

(4) Salk polio vaccine immunizations should be given to all missionaries and their children before leaving for the field.

(5) Under some conditions other protective inoculations: e.g. yellow fever, typhus, cholera, tetanus may be required.

### **79. *What medical expenses of missionaries are paid by the Board?***

The Board will pay on the field the cost of approved medical care of short-term and regular missionaries and their dependents; and on furlough will pay the cost of approved medical care for regular missionaries and their dependent children.

(1) “Medical care” is interpreted to mean:

- a. **Hospitalization** at semi-private room rate or its nearest available equivalent. After seven days, the missionary will pay \$1.00 per day toward the cost of his hospital room.

- b. **Physicians' fees, nursing care,** laboratory and x-ray examinations, medicines, special appliances and treatments as they may be prescribed by a qualified physician. The Board will pay for one-half the cost of vitamins, hormones, and such products which have been prescribed by a physician for a specific illness. Non-prescribed drugs and supplies for the missionary's medicine cabinet are not included.
- c. **Traveling expenses** necessitated by health conditions for the patient and, when approved, one attendant or member of the family to the nearest point of competent medical care.
- d. **Optical work.** The Board will pay the examination fee of an oculist and for one pair of spectacles with standard frames for each new prescription.
- e. **Maternity cases.** In the case of normal confinement, one-half the expenses will be paid by the General Division. In exceptional cases the bills will be reviewed by the medical secretary for possible action.
- f. **Dental work.** One-half the expense of regular dental work, including dentures, will be paid by the Board. If the total dental bill is more than \$100, the Board will pay 75 per cent of that portion of the bill which is in excess of \$100. (Example: on a bill of \$200 the Board's share of the first \$100 would be \$50 and of the second \$100, \$75—a total for the Board of \$125, for the missionary, \$75.) Subject to prior approval by the staff, the Board will pay 50 per cent of orthodontia.
- g. **Hearing aids.** The Board will pay one-half the purchase price and one-half the cost of maintenance of hearing aids when approved by the A.M.M.O.

**80. *What medical expenses are paid for missionary children?***

Medical expenses are reimbursed on the same basis as for missionaries. (See 79.)

Missionary children in the United States whose parents are on the field should keep the medical secretary informed of significant health problems. His cooperation and approval are required when incurring medical costs which are later to be reimbursed.

**81. *Is psychiatric therapy provided by the Board?***

(1) Psychiatric therapy for missionaries on the field shall be undertaken only upon the recommendation of a qualified medical doctor, and after approval by the Division. Where treatment involves absence from one's station, the consent of the bishop of the area is necessary.

- a. Before treatment is begun the psychiatrist shall send a report to the medical secretary with an estimate of the probable length and cost of treatment. Reimbursement for the cost of such treatment shall then be considered on an individual basis. In general, the maximum payment for elective treatment will be 50 per cent while for patients with actual illness, payment will be on the basis as for other illnesses.

(2) Therapy for missionaries on furlough.

The rules regarding therapy for missionaries on furlough are in accord with those for missionaries on the field.

## IX. CORRESPONDENCE, REPORTS, AND SPECIAL APPEALS

### 90. *Who should conduct official correspondence with the Board?*

#### (1) Official correspondence

The field treasurer or field correspondent\* is responsible to the Board of Missions for official correspondence from the field.

#### (2) Committee correspondence

Secretaries of committees on the field such as Field Committees, Missionary Committees, and Building Committees should send copies of committee reports and covering letters to each board secretary with a minimum of delay.

#### (3) Individual correspondence

A missionary is expected to write personal report letters to the board secretary once a quarter.

Correspondence relating to such matters as travel, purchasing, shipment of goods, personal financial matters, medical problems, furlough, scholarships, property, **should each be written on a separate sheet and marked for the department concerned.** For postal economy several sheets may be sent in one envelope addressed to the executive secretary.

#### (4) Reports

In order to keep the Board informed and for publicity purposes, copies of reports on literacy and literature, audio-visual education, youth work, evangelism, home and family life programs should be sent regularly to the executive secretaries. It is requested that each annual conference appoint someone to report to the executive secretaries immediately after each annual conference session on significant happenings, together with current statistics and changes in appointments of missionaries, giving new addresses.

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\* (See XII.)

**91. Should a missionary correspond with the church in the United States?**

(1) Good letters from missionaries on the field to the groups or individuals supporting them or their work are of great value in maintaining missionary interest. On the other hand, carelessly written or indiscreet letters can do much harm. Fault-finding criticism of native peoples and their government is of doubtful value to the missionary spirit of the home church and tends to provoke opposition on the field. Criticism of missionary methods and policies is more properly addressed to the executive secretaries.

(2) Each letter should convey to the reader something of the writer's own confidence in and loyalty to the total missionary enterprise of the church.

(3) Missionaries and nationals shall make no appeal for money\* for objects which have not been specifically approved by the Division upon recommendation of the field committee. Such funds should invariably be sent to the treasurer of the Division either directly or through a conference treasurer and should not be sent directly to the field.

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\* Woman's Division missionaries do not make appeals for money.



## **X. FIELD COMMITTEE**

### **100. How is a Field Committee authorized?**

The *Discipline* provides for a Field Committee (Par. 1202); defines its relationship to an executive board or council of cooperation in a Central Conference where such exist (Par. 1203); and provides for a joint council (central council or council of cooperation) in an affiliated autonomous church which may exercise any function of a field committee. (Par. 1205.)

### **101. What is the function of a Field Committee?**

(1) The Field Committee is the Board's representative and counselor in matters related to the policy and program and to its missionaries and funds. It provides for group thinking and joint planning of the total program. It shall make reports and recommendations to the Board concerning general policies as well as special programs.

(2) The committee provides an opportunity for united, harmonious, and comprehensive planning and thus serves to coordinate the work of the two Divisions of the Board, the annual conference, and the various institutions and agencies of the church.

(3) The committee is also the link between the Board and the annual conference or the provisional annual conference. It is not made responsible to the annual conference by the *Discipline*, but it may properly make recommendations to and may report to the conference as well as to the Board.

(4) The committee has the right and duty to receive reports from all the institutions and agencies of the church which receive aid in any form from the Board of Missions. It may make recommendations to the Board, to the conference, or to institu-



tions, but it does not take the place of committees of the conference or of regularly constituted boards of schools and other agencies. (Par. 1202, 4, *Discipline*.)

(5) The committee employs no workers; holds no property; and can neither buy nor sell property.

(6) The committee is not responsible for the appointment of workers, including missionaries. This function belongs to the bishop, in consultation with the persons concerned. (See 23, p. 14.)

## **102. How is a Field Committee made up?**

(1) The Field Committee shall be made up of the presiding bishop and, wherever possible, an equal number of national and missionary members. The national membership (which should wherever possible be an equal number of men and women) shall be elected by the annual conference. The missionary membership (which should wherever possible be an equal number of men and women) shall be nominated by the missionaries within the bounds of the conference and approved by the Division of World Missions and the Woman's Division of Christian Service. (Ordinarily there should be no more than 16 members on the committee.) Upon authorization by the Central Conference, the annual conference may add the district superintendents as members **ex officio, without vote**. (Par. 1202, *Discipline*)

It is suggested that the field treasurers and field correspondents\* be included in the membership of the committee.

(2) In choosing both national and missionary representatives on the Field Committee, all types of work should be considered: evangelistic, educational, medical, et cetera.

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\* (See XII.)

**103. *How is the committee elected and what is its tenure?***

(1) Following the session of the General Conference, the first meeting of the annual conference shall decide the number of persons to compose the Field Committee (in accordance with 102). The annual conference shall elect the national members. The bishop, or in his absence, the chairman of the Missionary Committee, shall call a meeting of all the missionaries for the purpose of nominating the missionary members to the Board for election. All members are named for the quadrennium.

(2) One or more alternates may be named for each group: i.e. national women, national men, missionary women, missionary men. Vacancies should be filled at the time of the next succeeding committee meeting of the committee with alternates from the corresponding group.

A furlough does not constitute a vacancy in the Field Committee. In case of temporary absences because of furlough, illness, or other temporary causes, alternates may be allowed to serve in place of the absent members.

(3) As soon as members of the Field Committee are elected, the secretary of the retiring committee shall communicate to the General Division and to the Woman's Division the complete list of names, together with addresses, and types of work.

(4) The Interdivision Committee shall consider the eligibility of the proposed missionary members and report promptly to the Divisions its recommendations for approval or disapproval. When both Divisions have approved, the executive secretaries concerned will in a joint communication report the action to the secretary of the retiring Field Committee and to the resident bishop. The tenure of the incoming committee shall begin on the date on which approval of the missionary members of the committee by the Divisions is received on the field. The members of the retiring committee shall serve until that date.

#### **104. How is the committee organized?**

(1) As soon as convenient after the members of the Field Committee have been elected according to the provisions in 103, the resident bishop or the chairman of the retiring Field Committee shall call together that committee for organization and the beginning of its work.

(2) The committee shall elect a chairman, a vice-chairman, a secretary for the local language, and a secretary for the English language. Field treasurers are provided for elsewhere. (See XIII.) The chairman is **ex officio** member of all subcommittees.

(3) Subcommittees may be appointed as needed. There may be a sub-committee on the work of the Woman's Division and a subcommittee on the work of the General Division and any other committees that may expedite the work. The subcommittee on the work of the Woman's Division should include the women members of the Field Committee. Any person, either national or missionary, may offer suggestions with reference to the work of the Board to these sub-committees or directly to the Field Committee, as may be desired.

(4) An executive committee may be elected to act in cases of emergency between regular meetings of the Field Committee.

(5) A Building Committee shall be constituted to consider and approve plans for all buildings except missionary residences to be constructed with funds in whole or in part from the Board. The committee shall send its recommendations to the Board for final approval. (See 152, p. 60; 160, p. 62.)

#### **105. How are askings prepared? (See XI, 112, p. 47.)**

(1) A preliminary draft of the estimates may be prepared by the subcommittees on Woman's Work and General Work respectively. These subcommittees may devise their own means of assembling the data necessary for the preparation of the estimates.

(2) In the consideration of the recommendations from the subcommittees there shall be full and frank discussion in order that there may be a well-balanced and co-ordinated program. The responsibility for recommending to the Board the askings for the work budgets for both Divisions lies with the Field Committee.

(3) The estimates must finally be presented to both Divisions, listed separately by Divisions, as askings, but both must have the approval of the Field Committee as a united body.

(4) Estimates from interdenominational institutions and agencies in an annual conference shall be included in the denominational askings from both Divisions of the Board.

(5) For interdenominational institutions and agencies the following channel shall be used: after the estimates have been formulated by the institution or agency, they shall be reported for information to the committee on the field responsible for Methodist askings and forwarded by the institution or agency to its supporting body or bodies.

(6) The Field Committee may recommend changes in projects or appropriations either within a Division or as between the two Divisions. It may also recommend plans for the co-ordination and union of projects where desired. But when once made, the appropriations may not be changed from one Division to another or from one project to another without approval of the Division or Divisions concerned. The field treasurers are instructed to handle all Board funds in accordance with the appropriations of each Division.

#### **106. *Who recommends the return of a missionary to the field?***

(1) At the Field Committee meeting prior to a missionary's departure from the field on regular or special furlough, the committee shall make a recommendation to the Board regarding



his return. The vote shall be made by secret ballot and the recommendation should be based entirely upon the committee's judgment concerning the acceptability and effectiveness of the missionary as a Christian worker. The bishop or the chairman of the committee shall report the action to the executive secretary of the Board and shall personally report and interpret the action to the missionary concerned.

(2) In cases where a missionary is on leave of absence without salary, the Board reserves the right to review the relationship to the Board before that person is returned to the field. (See 63 (4) p. 26.)

### ***107. Some suggestions for Field Committee business.***

The following suggestions may be helpful in planning Field Committee meetings:

(1) Reports of the general state of the work in the conference, including institutions and agencies in the territory served. (See 101 (4).)

(2) Report of any emergencies that may require Board aid.

(3) Report of interdenominational projects.

(4) Consideration of the needs for missionaries for the work of the two Divisions.

(5) Consideration of the askings for financial aid:

a. For the Division of World Missions.

b. For the Woman's Division of Christian Service.

c. For joint projects between the Divisions.

d. For interdenominational projects.

(6) Consideration of unoccupied fields or unmet needs.

(7) Miscellaneous business.

## **XI. ASKINGS, APPROPRIATIONS AND INDIGENOUS SUPPORT**

### **110. What are the kinds of appropriations?**

(1) The Board separates the funds that it provides for carrying on the work on the fields into three parts: **missionary support**, **work budget**, and **non-recurring grants**.

- a. **Missionary support** includes salary and allowances of missionaries, furlough travel, medical and educational grants, individual language teachers, living quarters with heavy furniture, rent and repairs on missionary residences, and any other items of expense in maintaining the missionary force.
- b. **Work budget** includes money provided for evangelistic, social, educational, and medical work, Christian education, literature, and for any other purpose except missionary support and capital investments.
- c. **Non-recurring grants** provide funds for building and other capital investments.

(2) With respect to the responsibility assumed by the Board for paying appropriations, the General Division divides its appropriations into two classes: **regular** and **conditional**. Regular appropriations are paid from the general income of the Division. Conditional appropriations are for items approved by the Division, the payment of which is made conditional upon the receipt of gifts designated for that purpose.

(3) The Woman's Division makes **regular** appropriations at each annual meeting.

(4) Field treasurers shall at all times keep funds for missionary support separate and distinct from funds for work budget and non-recurring items.



### **111. When are appropriations made?**

The fiscal year of the Board is from June 1 to May 31. Appropriations are made at the annual meeting for the succeeding fiscal year, but the Board reserves the right to make changes in the appropriations voted whenever such changes seem necessary or desirable.

### **112. When are askings prepared? (See X 105, p. 43.)**

(1) Askings for the fiscal year beginning June 1 shall be prepared annually on the field in time to reach the board secretaries in New York by August 1 of the preceding year.

(2) Askings for work budget shall be prepared by the Field Committee. (In affiliated autonomous churches, the Central Council, Council of Coordination, or Council of Cooperation exercises the function of a field committee.) In Missions, the Mission exercises the function of a Field Committee. (See *Discipline*, Pars. 1205, 1206.)

(3) The annual askings prepared by the Field Committee should show for each institution or unit of work:

- a. The total amount needed for the ensuing year.
- b. The amount to be raised on the fields.
- c. The amount asked from the Board to supplement field receipts.

### **113. What about special gifts and appeals?\***

(1) **In the General Division** appeals for special gifts shall be made only for projects that have been approved by the Field Committee and the Division. Such appeals should ask for new or additional gifts and not for the transfer of the regular giving of a church, group, or individual to some project.

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\* In the Woman's Division no appeals may be made for special gifts.

(2) In no case should appeals be made for funds to be sent directly to the field; all special gifts should pass through the Division treasury. The Division treasurer shall report such gifts to the field treasurer and executive secretary concerned, giving essential information about each gift, and the field treasurer shall in turn report this information to the person or institution for which the gift is made.

(3) The fullest cooperation between the Board and missionaries is necessary if the sympathy and interest of donors are to be maintained and if the gifts are to be continued.

(4) If money for the work is received by missionaries directly from non-native sources, this money should be reported both to the Division and field treasurer.

(5) In all contacts with the home church, missionaries should strive to promote interest in the total program of missions and encourage giving through the regular channels of the church. The building up of the work which is in a large measure dependent upon the annual solicitation of specials in America by a missionary is a policy to be avoided. In the long run such a policy usually fails to promote continuous growth. It tends to bring about maladjustments to local conditions and sources of support on the field, to become an obstacle in the way of a balanced program and to introduce an unwholesome element into the relationships of the missionary and national workers.

#### **115. *Should a missionary encourage indigenous support?***

(1) No institution planted by the missionary can come to maturity and reach a position of strength and stability unless it is able to draw support from its local environment.

(2) From its inception, mission work should move toward self-support and self-direction by emphasizing the privilege of Christian stewardship and by making proper adjustments to the

local and economic and social environment. Missionaries should not request the church in America to furnish funds that the field is able to provide. Normally the churches and institutions which are well-established should look to local sources and not to the church in America for any needed increase in income.

## **XII. FIELD CORRESPONDENT**

### **120. *What is a field correspondent?***

The Woman's Division appoints someone on each field to serve as the official correspondent with the New York office. For most purposes the General Division considers the field treasurer the official correspondent.

### **XIII FIELD OR CENTRAL TREASURERS**

#### **130. What is a field treasurer?**

(1) Each Division has one or more treasurers on each field in which it has work. These persons are called field treasurers and are elected by the Division which they represent. The field treasurers are responsible to the Divisions for the performance of their duties, and shall be bonded by the Division concerned.

(2) A **field treasurer** may be elected to serve as the representative of a Division in a country with one or more annual conferences or in the territory of an annual conference, a provisional annual conference, or a Mission.

(3) The office of the field treasurer is entirely separate and distinct from the office of the **annual conference treasurer**. The latter is elected by the annual conference and works under the authority and supervision of the annual conference. (See Par. 803, *Discipline*.)

(4) In some instances both Divisions may elect the same person to serve as field treasurer, but the funds of the two Divisions are kept separate. Such a treasurer is known as a **joint treasurer**.

#### **131. What is a central treasurer?**

(1) In a field where there is need for several treasurers, one may be elected by the Division as a central treasurer and assigned such co-ordinating duties as the Division concerned may decide.

#### **132. Who pays the joint treasurers' expenses?**

(1) The office expense of a joint treasurer shall be shared by the two Divisions on an equitable basis and shall be recommended by the appropriate Field Committee in the annual

askings. The salary of the treasurer shall be paid by the Division to which the missionary belongs. The funds of each Division shall be kept in separate accounts and the books shall be kept separate.

**133. What are the duties of a field treasurer? (See IX, 90.)**

(1) Remittances

- a. **Recurring funds:** The treasurers are the agents of the Divisions for the distribution of all money sent by the Divisions to the field. Appropriations shall be paid according to the procedure best suited to the particular locality.
- b. **Non-recurring funds:** The treasurers shall not request the remittance of funds for buildings, for the purchase of land, and for the repair of property nor other funds not expended currently until plans are approved by the Divisions and the money needed for payments. Such funds when sent to the field, shall be held by the treasurer to be paid as needed for the purpose designated.
- c. **Missionary salaries:** Missionary salaries shall be paid by the treasurer directly to the missionaries. Other items of missionary support, such as medical bills, rent, travel, et cetera, are paid by the treasurer in accordance with plans approved by the Division concerned.

(2) Bank accounts

All Board funds shall be kept in well-established banks. Such accounts shall be kept entirely separate from the personal funds of the treasurer. All bank accounts shall be opened in the legal names of the Divisions.



(3) Records and files

The field treasurer shall keep clear and accurate accounts of all income disbursements, issue receipts for income other than appropriations, and obtain vouchers for disbursements. He shall keep files of all official correspondence. He shall deliver to his successor in office all books, accounts, files, and other records. All records are the property of the respective Divisions, and are open at any time for inspection by an authorized representative of the Division.

(4) Reports and audit

The field treasurer shall make to the Division treasurer and executive secretary for the field a quarterly report of all income and disbursements and a semi-annual trial balance. The books of the treasurer shall be audited annually according to instructions from the Division treasurer.

(5) Property

The treasurer shall be the representative of the Division in all property matters. (See 145, p. 57.) He shall see that the property is insured adequately in accordance with the plans of the Division. He shall keep a careful list of all properties owned by the Division and separate records for each property. He shall be responsible for obtaining and safeguarding all deeds and other legal papers pertaining to property.

Suggested form for keeping records:\*

<u>List of properties and location</u>			Kind of property	Office registered	<u>Title</u>	Book	Page
State	Town	Street			Kind of transaction		
<u>Registration</u>							
Office	Book	Page	Inscription number		Date bought	Size	Value

(6) Service to missionaries going on furlough

- a. **Arrangements for Travel:** The treasurer shall make proper arrangements for travel and travel advances for a missionary going on furlough.

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\* Be sure to include exact legal name in which title is registered.

- b. **Adjustment of Travel Accounts:** He shall report promptly to the Division the amounts advanced for travel, the arrival date of the missionary, and the date to which salary has been paid.

(7) Limitation of Authority

The field treasurer shall at all times maintain a constructive and sympathetic attitude toward the financial problems of workers and institutions, but the limitations of his authority are clearly marked and must be strictly observed:

- a. He shall not exercise, in the name of the Division, any authority that is not expressly conferred by the Division.
- b. He shall use money only for the purpose for which it is designated.
- c. He shall not lend, advance, borrow, or receive on deposit any funds or incur any obligations without authorization of the Division.
- d. He shall not draw on the Division without authorization of the Division treasurer.
- e. He shall not become the employer or paymaster of preachers, teachers, and other national workers. Funds received for aid in the support of national workers should be turned over when needed for payment to the appropriate authorized agency or institution.

## **XIV. PROPERTY**

### **140. *What is the responsibility of the Board† in the use of property?***

In any plans for the future use of properties held in the name of the Board, the Board recognizes a dual responsibility:

(1) To the church in the United States for the use of its contributions in the church overseas so that these may continue to advance the world mission of the Church.

(2) To the national church in each field and to the agencies and institutions for which most of the property has been acquired, for their use in a continuing local program as a part of the ecumenical Christian program.

### **141. *What is the Board's Policy Regarding Holding Titles?***

The following is a statement of the policy of the Board regarding holding property:

#### **(1) Churches**

Real property on which church buildings are located should not be held by or for the Division of World Missions of the Board of Missions of The Methodist Church if there is a duly constituted legal body of an annual conference, central conference, or incorporated institution capable of holding them.

#### **(2) Institutions**

The long-range policy of the Divisions shall be that where feasible an annual conference, central conference, or incorporated institution on the field shall hold title to parsonages, schools, hospitals, and other institutional properties. When such bodies have the necessary administrative and financial resources, and there is a duly constituted legal body capable of

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† Since no property is held in the name of the Board, the term "Board" in this chapter refers to the Division concerned.

holding title, the Divisions will consider requests to transfer title or renounce claim to such properties. Each situation will be considered on its own merits and must have the specific approval of the Division or its executive committee. Among the factors which the Division will consider are:

- a. The Christian character of the institution and its relation to the church.
- b. All the members of the holding body shall be evangelical Christians.
- c. The holding body shall be responsible to the conference or national church body.
- d. Whether the necessary administrative and financial resources are available.

### (3) Missionary Residences

Since the administration of the Division includes, of necessity, provision of proper housing for missionary personnel, missionary residences provided by the Division must be held as property of the Division, or in trust for the Division by the local legal holding body as long as they are needed; where a missionary residence can be made available to an annual conference or institution, being no longer required for the purpose of housing missionaries, the transfer shall be subject to agreement reached between the Field Committee and the Division as to the maintenance and future use.

## **142. *What is the Board's responsibility for institutional property owned by the Board?***

(1) The Field Committee is responsible for all property matters involving Board funds or Board ownership, except where these have been specifically committed to the church on the field, to a board of managers, or to some other responsible body, and except for missionary residences.

- a. The Field Committee shall recommend to the Board all purchases, sales, or extensive repairs.
- b. In cases where repairs or improvements cost less than \$500, the Field Committee has authority to act, providing funds are available for that purpose.
- c. When repairs or improvements cost more than \$500, approval of the Board must be obtained in advance.

(2) The committee may not mortgage or otherwise encumber property of the Board, borrow money on behalf of or lend money of the Board, except with permission from the Board. Requests for such permission should be made to the Board by the Field Committee, in a regular session or at a session called for the purpose.

**143. *What is the Board's responsibility for missionary residences?***

Missionary residences are the property of the Board and subject to its control, and are to be administered by the Missionary Committee.

**144. *Who appoints members of holding bodies?***

(1) Where there are legal holding bodies in the name of the Board of Missions or of a Division the members of such bodies shall be appointed by the Division or Divisions concerned and shall be responsible to the Divisions.

(2) The minutes of the meetings of the Holding Body shall be sent to the executive secretaries for the field.

**145. *Who is responsible for the care of legal documents?***

The field treasurer is especially charged with the securing of legal title to all property. (See 133 (5) p. 53.) Deeds to all



property, abstracts of titles, insurance policies, and other valuable papers shall be recorded in accordance with the laws of the country and placed in the custody of the treasurer. When the transaction is completed, he should send to the Division for its permanent records, on forms provided for that purpose, a full description of the property, its dimensions, its cost, purpose for which it is used, and a statement of how the title is held. When property is sold or transferred, full information should be sent to the Division.

**146. *When are funds that have been appropriated for buildings paid out?***

Funds appropriated for buildings and improvements shall not be paid until the executive secretary for the field is satisfied that a good title to the property is or will be secured by its payment, and that the payment will relieve the property of all encumbrance of debt up to the point of occupancy. Funds appropriated for erecting large buildings will not be transmitted to the field in a lump sum, but in installments as the building progresses.

**147. *Should architectural plans be approved?***

The Board requires that all building plans shall be approved in advance.

(1) After the plans have been approved, by the proper committees on the field, they should be sent to the executive secretary for the field for study, recommendation, and approval.

(2) Fees for architectural plans and supervision should be included in the original estimate of costs.

**148. *How is the letting of contracts controlled?***

The amount of the contract for the completed building shall not exceed 90 per cent of the funds available.



**149. Can a Power of Attorney be requested by a Field Committee?**

When a power of attorney is requested by the Field Committee for any purpose, a complete form required by the country concerned, together with an English translation, should be forwarded with the request.

**150. What is the Board's policy regarding the future use of properties?**

The Board's investment of funds in property shall carry no guaranty of perpetuity as to the use of such money or property. In the event of sale the proceeds shall be subject to the direction of the Board.

**151. What is the policy of the Board regarding property not in use?**

(1) Sale

It is the policy of the Board to dispose of property not in use and not likely to be needed for the work. Recommendation for such sale shall be made by the Field Committee to the Board. The funds received therefrom shall be deposited with the field treasurer and promptly credited by him to the Board.

(2) Rental

Where property not in use cannot be sold, it should be rented as advantageously as possible and the proceeds credited to the Board. In such cases the character of the tenant should be considered carefully, and the proposed use of the property should be in harmony with the purposes of the Board.

When property owned by the Board is temporarily vacant, it may be rented for short periods of time. The proceeds of the rental shall be credited to the Division concerned.

**152. *How is the building committee constituted?***

(1) **A Building Committee shall be constituted** (as a subcommittee of the Field Committee) to consider and approve plans for all buildings to be constructed with funds in whole or in part from the Board. The committee shall send its recommendations to the Board for final approval. (See 104 (5).)

(2) The Missionary Committee shall have a subcommittee responsible for the erection, maintenance, and repairs of missionary residences.

**153. *Should reports of property developments on the field be made to the Board?***

Where property is purchased and developed with local funds for which the Board is not responsible, it is requested that information regarding such transactions be sent to the Board in advance, in order that there may be a well-balanced program with no overlapping of planning, and that where maintenance is involved, the Board may express its judgment as to its ability to assume further financial responsibility.

## **XV. MISSIONARY COMMITTEE**

### **160. What is a Missionary Committee?**

#### **(1) Duties**

On each field there shall be a Missionary Committee charged with the responsibility of keeping the Board advised on matters affecting the maintenance and health of missionaries.

#### **(2) Composition**

This committee shall be composed of a minimum of 6 and a maximum of 12 persons: the field treasurer or treasurers, the field correspondent or correspondents, at least two other missionary representatives from the Field Committee, and such other missionary members as may be elected (who may or may not be members of the Field Committee). The members of the committee shall be elected at the same time as the members of the Field Committee are nominated. (See 102, p. 41.)

#### **(3) Functions**

- a. The missionary committee shall prepare the estimates and askings for missionary support and submit them to the Board in time for the approved items to be included in the annual appropriations.\* “Missionary support” includes such items as rent, maintenance of missionary residences, language study, and other items of expense in maintaining the missionary force. Whenever conditions justify it, a Missionary Committee may make recommendations concerning modifications in the salary scale.
- b. Records of the actions of the committee and related correspondence shall be sent to the executive secretaries—one copy to the secretary of the General

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\* Askings for the next fiscal year (June 1-May 31) should be in the hands of the board secretaries before August 1.

Division and one copy to the secretary of the Woman's Division—by the field treasurer or correspondent.

- c. The committee shall have no authority to take action beyond making recommendations to the Divisions except as authority may be delegated to it from time to time by the Divisions through concurrent action.

#### (4) Subcommittee on Building

A building committee may be constituted to consider and approve plans for missionary residences. The committee shall send its recommendations to the Board for final approval.

## **XVI. TRAVEL AND SHIPPING**

### **170. *Should a missionary make plans for travel before he obtains medical clearance?***

No missionary will be permitted to sail to the field until he has health clearance from the A.M.M.O. Preliminary arrangements for steamship passage may be begun earlier, but the clearance process for sailing should be started about three months before the expected sailing date.

### **171. *How does a missionary arrange for transportation and shipping of goods?***

The business department, through the traffic section, is responsible for transportation and shipping. That section also advises about the shipping of personal effects and household goods.

### **172. *What should a missionary know about travel to the field?***

#### **(1) Clergy rates**

- a. All missionaries, even newly commissioned and short-term workers are eligible for clergy rates on railroads and bus lines and should correspond with the business department about these certificates. A clergy certificate is good only for the year indicated. Certificates for the ensuing year can be ordered in December.
- b. The Board will pay the cost of clergy certificates for travel to the field and during furlough.
- c. A missionary should apply in plenty of time to the business department for the necessary clergy certificates. That department will send on request the



application blanks. The business office will supply credentials so that a missionary does not need to get the endorsement of a resident clergyman or of a railroad agent.

(2) Passports and Visas

The business department will communicate with a missionary regarding steps to be taken to obtain a passport and visa for travel to the field. **A prompt response is important** because it may take from one to six months to get all the required papers. **Passports must be presented** when a person boards a steamer or plane for travel, and should be kept available at all times for presentation upon request.

(3) Contact with American consulate on the field

When a missionary reaches the field he should communicate with the nearest American Consulate for information regarding passport, permits, visa regulations, and registration as an American citizen in that country.

(4) Cost of the journey

- a. The Board pays a missionary's travel from his home to his destination by the most direct route. This includes rail, plane, and steamer tickets, deck chairs, gratuities, passport and visa fees, clergy fare certificates, pullman accommodations, (See 172 (6)), hotels and meals en route, and stopovers at ports (See 172 (12)). All other incidental expenses such as personal telephone calls, laundry, hairdresser, and barber are to be met personally.
- b. A missionary may travel by air if the cost of air travel plus all baggage charges (excess baggage on the plane and unaccompanied baggage by steamer) do not exceed the cost of travel by train and ship.
- c. If a missionary wishes to deviate from the prescribed route, he must get permission from the executive

secretary for his field. He will then receive from the Board a sum equal to the cost of the direct journey as estimated by the Board at the time the journey is made.

(5) Steamer and plane tickets and advances for travel expenses

- a. Steamer or airplane reservations will be made and tickets purchased by the Board on request of the executive secretary of the field. Tickets and expenses for travel en route will be sent to a missionary in ample time.
- b. The use of tourist or cabin class on ships or of tourist class on planes has been generally adopted by the Board. A missionary is discouraged from traveling by a lower standard than that approved. The Board recognizes that there are emergencies when first-class travel is necessary. The missionary should obtain permission for such travel from the executive secretary before making arrangements for the trip.

(6) Rail and pullman

On trips requiring overnight travel, first-class and standard pullman tickets are permissible. When tourist railroad tickets and pullman accommodations are available in the United States, they should be used. **All railroad tickets must be bought at clergy rates.** A missionary should arrange his own transportation from his home to the port of embarkation.

(7) Travel by automobile

- a. If two or more persons travel together, seven cents a mile for the use of the car plus tolls will be granted to cover all costs of travel including insurance, gas, oil, et cetera. In addition, hotels and meals for the minimum length of the journey are allowed.

- b. If one person travels alone by car, he shall receive the equivalent of clergy fare on the train or bus plus meals, or seven cents a mile plus tolls, hotel, and meals, whichever is less.

#### (8) Bus travel

Bus travel, which is less expensive than other modes of travel, is permissible if a missionary wishes.

#### (9) Hotels

- a. Suggestions for hotel accommodations for all ports except San Francisco and other West coast ports and for stopovers en route will be supplied by the business department in New York on request.
- b. Suggestions for hotel reservations in San Francisco and other West coast ports will be made by the office of the Board of Missions, 83 McAllister Street, San Francisco, California, upon request.

#### (10) Baggage. (See 176, p. 73.)

#### (11) Gratuities

Recognized items of expense on board ship are tips to cabin, bath, dining room, and deck stewards. Such tips are generally given at the end of the journey and are governed somewhat by the amount of service rendered. It is not easy to set up a scale of fees. However, generally speaking, on passenger ships the sum total of the tips should not exceed five per cent of the cost of the steamer ticket. On cargo vessels the tips will be smaller.

#### (12) Stopovers in port

The Board will provide for the necessary stay at the ports of embarkation and debarkation up to three days. A missionary should arrive at the port of embarkation three full business days before sailing date. (Saturday and Sunday are **not** business days.) At points where transfer en route is necessary, bookings

should be made in advance by mail or telegraph to avoid delay. For stopovers exceeding three days, the treasurer will deduct \$1.00 a day for each adult and \$.50 a day for each child from the expense account submitted.

#### (13) Expense accounts

Travel expense blanks on which to make a report of expenses will be furnished. Upon reaching your destination, the missionary shall at once give to the field treasurer a statement in duplicate of all money received for traveling expenses and an itemized statement of the expenses of the trip. After examination of the account, the treasurer will forward one copy to the Board with any necessary comments. The treasurer of the Division will make the necessary adjustments.

#### (14) Packages for other persons on the field

Items sent in by persons other than the traveller will not be included in a missionary's baggage without his consent. Any expense connected with caring for such packages must be charged to the individual or institution concerned. Such baggage is not included in the maximum allowance for baggage. A missionary or his family and friends should make arrangements directly with an outgoing missionary for packages they wish sent to the field for other persons.

### **173. What should a missionary know about travel from the field?**

#### (1) Re-entry permits

Where re-entry permits are necessary, the missionary is responsible for securing such permits before leaving the field to avoid later delays and heartaches.

#### (2) Baggage allowance

When a missionary comes home for furlough, he is not expected to bring his household effects. The Board is responsible for a homecoming missionary's personal belongings only

up to one cubic ton (which equals 40 cubic feet) of freight for each adult and one-half cubic ton, or 20 cubic feet, additional allowance for each child. Each missionary is responsible for reporting to the Division the number of cubic feet of his baggage.

(3) Clergy certificates

- a. When a missionary is planning to come to the United States on furlough, he should get clergy application blanks from the field treasurer. When the blanks are filled and signed, they should be sent at once to the business department with instructions as to date and port of arrival in the United States. If applications are sent by the missionary directly to the clergy bureaus, they must be accompanied by remittances and credential letters. Clergy permits are good for one calendar year.
- b. If clergy certificates are not received in time, upon arrival of a missionary in the United States, clergy rates may be obtained to destination without certificates. Apply to the railway ticket agent, using a first-destination letter which will be furnished by the business department in New York or by the Board office at 83 McAllister Street, San Francisco, California. In New York tickets can be bought at clergy rates for a missionary by the transportation department. In Miami a missionary may obtain a first-destination letter by applying to the First Methodist Church (across the street from the General Post Office).

(4) Cost of journey

- a. The Board pays for travel from the field to a missionary's home by the most direct route. (Extra expenses involved in undue delay should be taken into consideration in determining the route.) The



costs paid by the Board include plane or rail and steamer tickets, deck chairs and gratuities, passports and visa fees, clergy fare fees, pullman accommodations, baggage costs (See 173 (2)), hotels and meals en route, and necessary stopovers in ports. All other incidental expenses are to be met personally.

- b. A missionary may travel by air if the cost of the ticket plus all baggage charges (excess baggage on the plane and unaccompanied luggage sent by steamer) do not exceed the cost of travel by steamer and train.
- c. If a missionary wishes to deviate from the prescribed route, he must get permission from his executive secretary. He will then receive from the Board an amount equal to the cost of the direct journey home as estimated by the Board at the time the trip is taken.

#### (5) Steamer or plane tickets and advances for expenses

The field treasurer will arrange for the purchase of steamer or plane tickets and will advance travel funds. When advisable, the purchase of round-trip tickets should be considered. The use of tourist or cabin class on steamers and tourist class on planes has been generally adopted by the Board. A missionary is discouraged from traveling by a lower standard than this. The Board recognizes that there are emergencies when first-class travel is necessary, but where possible, permission should be obtained from the executive secretary before making such arrangements.

#### (6) Gratuities (See 172 (11), p. 66.)

#### (7) Rail and pullman

On trips requiring overnight travel, first-class and standard pullman tickets are permissible. Where tourist railroad tickets and pullman are available in the United States, they should be



used. All railroad tickets must be bought at clergy rates. (See 173, 3.) The transportation department in New York will buy a missionary's railroad ticket upon request. The Board office at 83 McAllister Street in San Francisco will help if a missionary wishes.

(8) Travel by automobile (See 172, (7).)

(9) Bus travel (See 172, (8).)

(10) Hotels (See 172, (9).)

(11) Stopovers in port

The Board pays for the cost of necessary stays at the port of embarkation and debarkation up to three days. For necessary stopovers exceeding three days, the treasurer will deduct \$1.00 a day for each adult and \$.50 a day for each child from the expense account submitted. At points where transfer en route is necessary, booking should be made in advance by mail or telegraph to avoid delay.

(12) Expense accounts

Expense account blanks are provided for a report of travel expenses. When a missionary reaches his home he should at once send to the executive secretary a statement **in duplicate** of all money received and an itemized statement of the expenses of the journey. The treasurer will make the necessary adjustments.

(13) Travel funds

If conditions permit, a missionary should get from the field treasurer before leaving the field sufficient money to cover the expenses of the trip home.

(14) Notification of arrival

a. **In New York area**

A missionary landing in the New York Area should, in order to be met, notify his executive secretary

who will inform the business department as to the date and port of arrival and the name of the steamer or flight number and name of airline.

**b. In San Francisco**

A missionary landing in San Francisco should notify his executive secretary and the office of the Board at 83 McAllister Street the date of arrival and the name of the steamer or the flight number and airline.

**174. *What should a missionary coming home to retire know about travel?***

**(1) Baggage allowance**

A missionary coming home to retire is granted the same baggage allowance as an outgoing missionary. (See 176, (6).) Freight and duty on gifts or curios brought or sent from the field must be paid personally by the missionary.

(See 173, 3-14 for other information regarding travel to the United States, pp. 68-71; 176 (11), p. 76.)

**175. *What should a missionary know about the care of funds and passports?***

**(1) Foreign Exchange**

One of the greatest sources of loss to travelers in foreign lands is through the exchange of money. Experience teaches that it is best to carry money in small-denomination U. S. traveler's checks. Money should always be exchanged at a bank or reliable broker and only sufficient money for use in a country should be exchanged to avoid losses from re-exchange.

**(2) Losses of money**

Guard against pickpockets and other thieves. No more cash than is absolutely necessary should be carried. Take care of checks and other negotiable funds. The Board cannot be responsible for losses of money by missionaries while traveling.

### (3) Passports

Take great care of your passport, WHO card, and credential cards from the Board. If a passport is lost, the loser is in serious difficulty. In case of such a loss, notify the nearest American Consul at once. Pickpockets often take passports as well as money.

### **176. How does a missionary ship his goods to the field?**

(1) A missionary's name must be painted or attached with a well-glued label on all trunks, suitcases, chests, cartons, et cetera that he plans to ship. Never use tags.

(2) Baggage must arrive at the port of embarkation at least five business days before sailing date. (Saturday and Sunday are not business days.) If baggage is expressed, check with the express company for an estimate of the time necessary to have it arrive at the port of sailing. **Allow three extra days for transfer in the port city.** If baggage is sent by railroad or motor freight, allow an additional week beyond the time the freight company considers necessary. Since express is more expensive than freight, allow sufficient time whenever possible to ship by freight.

(3) If baggage consists of trunks and suitcases within the 350 pound allowance for trans-Pacific travel and the 150 pound allowance for trans-Atlantic travel, check it on your ticket. If you have more baggage than that and the time element prevents sending it by freight or express, it can be shipped as excess baggage up to a weight of 1,000 pounds. Baggage should be checked at least three days before one leaves home. A flat service charge of 50 cents per trunk and 25 cents per bag is made by the railroad on checked baggage.

(4) **If a missionary sails from New York,** he should send his baggage check by air mail to the business office with a covering letter telling whether he wishes the pieces marked "hold," "baggage room," or "cabin" on the ship.

(5) **If a missionary sails from San Francisco**, he should send baggage checks to the Board office at 83 McAllister Street, San Francisco with a covering letter telling whether he wishes the pieces placed in "hold," "baggage room," or "cabin" on the ship.

(6) On freight and baggage belonging to the outgoing missionary, the Board will pay shipping charges on a total of two cubic tons or 80 cubic feet for each adult and  $\frac{3}{4}$  cubic ton or 30 cubic feet for each child. Baggage not belonging to the outgoing missionary personally cannot be included in this allowance. Steamship companies usually charge by measurement and not by weight. The missionary must indicate on his expense account the weight or measurement of his baggage in cubic tons or cubic feet or fraction thereof. Special regulations govern the shipping of automobiles or refrigerators, and a missionary should consult his executive secretary about them. (See (12) and (13) for customs charges and import licenses.)

(7) Packing for shipment

- a. All goods shipped by freight must be enclosed in strong boxes, preferably of  $\frac{3}{4}$  inch lumber, tongue and grooved, securely bound with iron straps and, as a rule, not to exceed 30" x 30" by 36". Trunks shipped by freight must be securely strapped and locked or tied with rope to comply with railroad regulations.
- b. The weight of each container should not be over 250 pounds gross.
- c. A missionary sailing from New York may repack his trunks in the traffic section at 150 Fifth Avenue. The Board discourages the use of professional packers for personal baggage, a missionary can usually pack cheaper and better himself. The ship-

ping section will give instructions concerning the packing and shipping of heavy household goods.

(8) Insurance on baggage

- a. A missionary must arrange through the business department for insurance on his baggage. The Board will pay the cost of insurance on the approved tonnage (See 176 (6)), up to a value of \$1,000 per adult and \$500 for child. Additional insurance can be carried by the Board, but the cost of extra insurance above the limit mentioned above and insurance on baggage belonging to others must be paid personally.
- b. Baggage is insured by the Board from the missionary's home to his field destination. For insurance purposes the missionary must send to the business office three copies of a list of the contents of each piece of baggage, whether shipped or carried with him, and its replacement value. List the contents in general terms such as: personal clothing, linens, books, et cetera. Record players, recorders, typewriters, and similar equipment should always be listed separately even when packed in a container with other baggage. Number all containers consecutively.

**Do not confuse this list with the customs declaration.**

- c. When goods are shipped by railroad or motor freight, inform the carrier that the shipment is made under **released valuation** in order to obtain a lower freight rate.
- d. Examine freight and baggage before it is removed from pier or station. If anything is missing or has



been damaged in transit, indicate this on the receipt given at the time the goods are removed or make a certified itemized list covering the missing or damaged container. Make a claim immediately to the business department of the Board for any lost or damaged property. That office will give information as to the procedure to follow in settling the claim.

**(9) If a missionary sails from New York**

- a. Consign all baggage as follows:

Missionary's name

c/o Board of Missions of The Methodist Church  
150 Fifth Avenue, New York 11, N. Y.

**Do not consign it to any other individual.** The missionary should always use his own name in consigning baggage.

- b. Send three copies of a list of the contents to the business department when the baggage is shipped. (See 176 (2).) Number each container and show that number on the list, describing the contents and the replacement value. Show on the list where the container is to be during the voyage—in the cabin, baggage room, or hold of the ship. If the container is not numbered, be sure to describe it explicitly—a green suitcase, a brown trunk, et cetera.

**(10) If a missionary sails from San Francisco or the West coast** he should get in touch with the Board office at 83 McAllister Street, San Francisco, as soon as possible with information as to time of arrival, how and when baggage will be shipped, what it consists of, and any special needs he may have. It will then be possible to advise with him in a personal way.

**(11) If a missionary sends unaccompanied shipments** to the United States

- a. All such unaccompanied baggage must be consigned to the Board of Missions at 150 Fifth Avenue, New York, or 83 McAllister Street, San Francisco, California. **Do not ship through any other port** without first clearing with the Board. **Under no circumstances** is baggage to be consigned to any agent such as the American Express in New York or San Francisco, regardless of who handles the shipment to the United States.
- b. All shipping papers, such as the ocean bill of lading, keys, et cetera, are to be mailed to the traffic manager, Board of Missions, 150 Fifth Avenue, New York, or to the Board of Missions, 83 McAllister Street, San Francisco. On the ocean bill of lading, under the column reading **Marks and Numbers**, the missionary or the agent must show the missionary's name and address.
- c. It is imperative that all containers used for baggage have the missionary's name. When two names appear on the baggage or on the bill of lading, two separate customs entries must be made and duty paid on the baggage of the missionary who is not in the United States. The Board address or the missionary's home address may be used on the baggage. **Do not put any other person's name on the trunk or containers.**

Number each piece of baggage and identify its owner and destination in a list sent to the business office in New York or to the Board office in San Francisco. Example:

Piece #1—Homecoming missionary's name and address.

Piece #2—Homecoming missionary's name and address.

Piece #3—The name and address of the missionary to whom it belongs.

- d. A missionary who ships unaccompanied baggage must appear at the business office in New York or at the Board office in San Francisco and sign a customs affidavit. This affidavit and the customs receipt which the missionary is given by the customs authorities upon arrival must be given to the business department in New York or the Board office in San Francisco in order for them to clear the baggage through customs.
- e. No shipment can be cleared through customs until the missionary has actually landed in the United States. Therefore, it is important that plans be made to ship baggage so that it will reach the United States about the same time or after the missionary arrives. If a missionary is not going directly to the United States, arrangements should be made on the field to hold all unaccompanied baggage to be shipped at a later date. If a missionary's baggage arrives in the United States before he does, it must be stored in a U. S. Government bonded warehouse, which is quite expensive.
- f. See "d" for information about bringing baggage for other persons.

- g. The Board will pay the cost of insurance on the approved tonnage of baggage from the field to the missionary's home up to \$1,000 per adult and \$500 per child. Additional insurance can be carried through the Board, but the cost of the extra insurance and the cost of insurance on baggage belonging to others must be paid personally. (See (8).)

## (12) Customs

- a. Outgoing passengers should check well in advance of sailing with the business department regarding articles under export control. Before reaching the port of debarkation a declaration must be made giving a statement of the valuation of personal effects, household goods, and articles for institutions or other persons.
- b. Duty on goods taken to the field for others must be paid by the person or institution for whom the goods are intended.
- c. A declaration of the property taken in is sometimes required of every passenger, but the senior member may declare for a whole family. If purchases are made along the journey, invoices of the goods with certificates from the sellers as to prices paid for the articles may be of service in case the goods are held to be dutiable.
- d. The Board will pay duty on personal goods of outgoing missionaries up to the weight and cubic contents allowed as provided in 176 (6), p. 73.

On goods exceeding the weight allowed, duty must be paid personally. The term **personal goods** does not include items taken for other persons or institutions.

### (13) Licenses

- a. Where import licenses are required by governments of foreign countries, it is the missionary's responsibility to obtain this document. Field treasurers are at times in a position to help.
- b. If the government requires a license to export articles from the United States, the license will be obtained by the business department.



## **XVII SPECIAL SERVICES TO MISSIONARIES**

### **180. Purchasing**

**(1) Will the Board make personal purchases for a missionary?**

- a. One of the functions of the business department is to purchase for missionaries at the most advantageous price any merchandise necessary, either for use on the field or while at home on furlough.
- b. Comparative prices and description of merchandise will be furnished on request. Prices and delivery times quoted by the department are of necessity subject to change because of conditions beyond our control.
- c. Orders for purchases for which the Division will pay and charge against a missionary's salary account are to be placed through the purchasing office whenever practicable.
- d. In order to serve most effectively the needs of the missionary, the department requests that all orders be placed as early as possible since many items (especially major appliances) require considerable time for delivery if a discount is to be obtained.

**(2) Are discounts available?**

- a. Discounts may be obtained on many commodities: Household goods, photograph, musical (including records and players), electrical and school equipment, office supplies, typewriters, books, machinery, and magazine subscriptions. An automatic renewal service insures the missionary on the field of continuous service on his magazine subscriptions unless expiration is specifically indicated by the missionary.

### (3) How does a missionary place an order?

- a. All orders must be written on a separate sheet and marked for the business department, purchasing section. Under no circumstances should they be included in the body of a letter about other matters.
- b. All orders must include:
  - (a) A complete and detailed description of merchandise desired: e.g., color, size, quantity, estimated cost, electrical current characteristics (voltage and cycles), substitutions wherever possible, model numbers, et cetera. (In ordering books, the author, publisher, and edition desired should be included.)
  - (b) Shipping instructions, including the address to which the order is to be shipped, should be clearly stated. Merchandise can reach you by first-class mail, parcel post, air mail, book post, printed matter, air express, and ocean freight. A missionary must predetermine the method of shipment best suited to his needs, and include this information in the order. Merchandise may be held at the home office awaiting shipping instructions. If so, this must be clearly stated in the original order. (Note: **No goods will be shipped to countries controlled by import licenses** until the missionary has notified the business department that he has a validated import license on hand or has made arrangements for clearance.)
  - (c) The method of payment for merchandise ordered and for shipping charges must be clearly stated and signed by the missionary. "Request to Pay Bills" forms will be provided by the treasurer to all missionaries and must accompany the order.

**(4) Can a missionary have purchases charged to his salary?**

- a. The missionary alone has jurisdiction over the disbursement of his salary. For the protection of the missionary, therefore, no bills will be paid and charged to his salary without his written authorization.
- b. In all cases of entering purchase orders, the missionary is urged to make careful note of the approximate cost which will be charged to his salary, and avoid having disproportionately large charges in any given month.
- c. Sometimes, because of unavoidable time lags between ordering goods and receiving bills, several charges may accumulate in a given month. The missionary is expected to take this possibility into consideration and to make provision for it at the time of ordering.

**(5) Is it possible to have advance on salary for emergencies?**

Although a missionary is not authorized to overdraw his salary, when there is an emergency need, arrangements can be made for an advance. In such cases, definite arrangements as to the period over which the payment will be deducted from salary in equal installments must be made with the Division treasurer before the advance is made.

**(6) Is it possible to cancel an order once it is placed?**

Once orders are placed with the business department they should not be cancelled. Under extremely exceptional circumstances the missionary should communicate with the business department to arrange for whatever adjustment may be possible. Any penalties involved must be borne by the missionary.

**(7) How is merchandise ordered for an institution?**

Merchandise ordered by institutions or projects receiving regular appropriations from the Board must have the approval

of the treasurer or head of the institution or project concerned. Institutions or projects not receiving regular appropriations must have the approval of the field treasurer before placing an order for which payment is to be made by the Board.

**181. *What services by the treasurer are available?***

The treasurers of the Board are ready to render such service to missionaries assigned to each Division as may be feasible. This applies not only to service in connection with missionary work but also to personal matters which may involve business and financial transactions. This service is in addition to that rendered by the business department.

(1) Recurring payments for missionaries

- a. The treasurers will on request make regular or occasional payments in the United States, such as the sending of a fixed sum monthly or quarterly to parents, children, savings banks, building and loan associations, or other deposits.

(2) Payment of insurance premiums

- a. Missionaries may have notices of premiums on insurance policies sent to the treasurers, who will make such payments when due. When desirable, missionaries may make arrangements to have monthly or quarterly deductions made from salary to accumulate for the payment of obligations, thus making it unnecessary for the entire amount to be taken out of salary in a given month or quarter.

(3) Payment for purchases

- a. Payments will be made for purchases in the United States when "Request to Pay Bills" forms (obtainable from the field treasurer) accompany the invoice

sent to the Board by the firm selling the goods, and/or when a copy has previously been sent to the treasurer.

All such payments will be charged to the salary account of the missionary.

(4) Savings and investments

- a. Monies belonging to missionaries may not be left with the treasurers either for savings or investment.
- b. The treasurers, upon request of a missionary, will place such savings in banks or trust companies, or make remittances elsewhere.

(5) Safekeeping of documents

- a. The treasurers, upon request, will keep in the Board vault insurance policies, bank books, building and loan association books, wills, and other valuable papers. If bonds are entrusted to the custody of the treasurers, coupons will be clipped regularly and the proceeds handled according to the missionary's instructions. Stock certificates may also be left with the treasurers and arrangements made to handle checks in payment of dividends. The Board will take the same care of these papers that it does its own valuable documents, but beyond that, does not assume responsibility.

(6) Other services

- a. The treasurers will handle other matters of a business nature when desired. When necessary, a power of attorney will be accepted to carry out such transactions as missionaries may wish to entrust to the treasurers.



**182. *Is help available in drafting and holding Wills?***

Each missionary, before leaving for the field, should sign and execute a will, one copy of which should be left with the treasurer of the Division concerned and the other copy taken to the field. The attorney of the Board will assist in executing wills. The missionary should allow sufficient time for drawing up a will before sailing.

**183. *Does the Board provide identification cards?***

Identification cards will be given to a missionary when he is ready to go to the field, by the executive secretary concerned, with a valid date for the period of the term of service on the field. A new card will be given to a missionary by his executive secretary when he is due for furlough, with a valid date of two years from the beginning of the furlough. These cards are often helpful in obtaining discounts and serve as a ready means of identification in a strange city. Care should be taken that such cards are not lost.



## XVIII CHURCH RELATIONSHIPS

### 190. *Procedures*

**Ministerial:** Par. 1192 of the *Discipline* reads: "All missionaries who serve in fields outside the United States should relate themselves as directly as possible to the organized church in these fields through membership in a local church or annual conference." Therefore, an ordained missionary who is a member of an annual conference should arrange with the presiding bishop of his conference in this country a transfer to the conference to which he is assigned. If he seeks credit for work done in school in the conference course of study, he should take a statement of work done properly certified, for presentation to the Board of Conference Examiners.

If an ordained minister going to serve in an autonomous church wishes to take advantage of Par. 1207 of the 1956 *Discipline*, he should clear this with the bishop of his home conference and obtain a certificate of his standing to present to the bishop on the field.

**Lay Members:** A lay missionary should take a transfer of church membership for himself (or herself) and, if married, for his family with a statement of his standing (i.e. local preacher, exhorter, member of quarterly conference.)

## **XIX. PENSIONS, SOCIAL SECURITY, INSURANCE AND INCOME TAX**

### **200. *What is the pension plan of the Division of World Missions?***

On June 1, 1944, The Division of World Missions put into effect a contributory pension plan, described below. From that date, therefore, upon retirement, all pensions will be calculated on the minimum basis of \$17.50 per missionary or \$35.00 per married couple for each year of service. At present the Division is paying at the rate of \$20.00.

Because of the generosity of the family of Everill S. Collins, the pension fund has been named the Collins Pension Fund for Missionaries.

The pensions are figured on an individual basis, but when either the husband or wife dies, the survivor receives a pension based on 70 per cent of the combined retirement allowance. In order to help equalize the retired allowances paid to missionaries, the General Division is presently paying at the rate of \$23.00 per service year for any missionaries who have not been able to qualify for social security benefits.

### **201. *What are the regulations of the Collins Pension Fund for Missionaries?***

(1) Participation in the Collins Pension Fund for missionaries is compulsory for all missionaries, including special-term missionaries of the General Division.

(2) The retirement age for a missionary couple may be at any time after a six-months' furlough following the 65th birthday of the husband, but in no case later than after a six months' furlough following his 70th birthday.

(3) The retirement age for a single man or a widower may be at any time after a six-months' furlough following his 65th

birthday, but in no case later than after a six-months' furlough following his 70th birthday.

(4) The retirement age for a single woman or widow is 65. By special action of the Division she may continue in service until she is 67 upon recommendation of the Field Committee. The extension may be granted annually. By special action of the Division, the final term of service may be adjusted to conform with this regulation, but the term shall not be less than three years. Should the wife of a retired missionary become a widow while herself under the retirement age, she may apply to the Division as an active missionary.

(5) Payments to the fund by the missionary and by the Division are made monthly. Each missionary (counting a married couple as two) married or single, shall contribute monthly \$3.50 and the Division shall contribute \$8.10. Both of these amounts, plus the income from the investment of the total fund, will be added to the pension fund, from which total amount pensions will be paid in monthly installments. The rate of earning on the total fund shall be calculated by the actuary at the rate of 3 per cent per annum.

(6) A pension agreement shall be drawn up between each missionary and the Division setting forth the terms and benefits of the pension plan, to be signed by both the treasurer and the missionary.

(7) Each missionary of the Division shall sign a statement authorizing the treasurer to deduct \$3.50 monthly from his salary to cover his contribution to the fund.

(8) An ordained missionary, leaving the employ of the Division but continuing his relationship with an annual conference, must leave in the fund all contributions. This will entitle him to pension for his years of service with the Division as provided by this plan, the pension to begin at the retirement age fixed by General Conference. Because the wife of such a former

missionary who becomes a widow is entitled to pension in accordance with Paragraph 4 of these regulations, it is understood that her contributions will also be left in the fund in the event her husband leaves the employ of the Division but continues his relationship with an annual conference.

(9) A lay missionary who withdraws from missionary service and official Methodist work may receive a refund of his total cash contributions plus interest not to exceed 3 per cent per annum, compounded annually. He thereby renounces all pension claims on the Division. In such cases, the Division's contributions remain in the fund. The missionary may leave all his contributions in the fund and retain annuity based on his and the Division's contributions to start at retirement age, as provided by this plan.

(10) In case an ordained missionary gives up his ordination papers voluntarily or otherwise, he may exercise the option of a lay missionary as provided in Paragraph 9 of these regulations.

(11) A missionary on leave of absence without salary from the Division may contribute both his personal and the Division's share and continue in the pension fund for a period not to exceed five consecutive years.

(12) A missionary may not use his pension claim as collateral for loans.

(13) If a missionary because of disability retires or is retired before the minimum retirement age, the Division and the missionary will cease to contribute to the pension fund. When the missionary reaches the retirement age, he will receive a pension based on his and the Division's contribution to the fund. During the interim, the Division will, if it deems it necessary, provide from its general funds an allowance until the missionary reaches retirement age, at which time the missionary will begin to draw from the pension fund such pension as is

provided by the contributions accumulated up to the date on which he and the Division cease to contribute to the fund for his retirement allowance.

(14) No one may participate in the pension fund to any greater extent than the accumulated reserves of his and the Division's contributions plus interest entitle him (as a part of the total group pension plan) according to the terms of the plan unless there is added to the fund the necessary capital to cover the reserve liability, which amount will be determined by the actuary.

(15) The Division and its executive committee shall in the future have the right to amend, modify, or cancel the provisions of the pension plan upon delivering written notice thereof to the missionaries at their residence addresses as they appear in the records of the Division. Such changes shall not affect any pension obligations incurred prior to such notice of amendment, modification, or cancellation.

(16) If a missionary dies before retirement, his total cash contribution with interest compounded annually will be paid to a specified beneficiary.

## **202. *Are all missionaries included in the Woman's Division pension plan?***

Every regular missionary is included in the pension plan of the Division, either under the provisions of the Woman's Division or of the uniting organizations: The Woman's Foreign Missionary Society or the Woman's Missionary Council.

## **203. *What is the Woman's Division pension plan?***

(1) The Division has a compulsory contributory pension plan for all missionaries commissioned on or after July 25, 1940 or whose salary began on or after April, 1940.



- a. Each missionary eligible to participate in the plan shall contribute \$20.00 annually, the amount to be deducted from her salary and paid into the pension fund. The Woman's Division contributes \$125.00 annually to the pension fund for each missionary.

(2) The retirement age of a missionary is 65. However, by special action, a missionary may continue in service until 67 provided the Field Committee recommends an extension annually and medical approval is given. Each such application for extended service must be referred to the executive secretary of the field. By special action of the Division the final term of service may be adjusted to conform with this regulation, but the term shall not be less than three years.

(3) The missionary shall receive as pension \$30 per year for the first ten years of service and \$25 per year for subsequent years, with a maximum of \$900 per year. For a missionary commissioned by the Methodist Episcopal Church, South, who meets the requirements for the emeritus relationship, \$900 a year shall be granted even though it may exceed the amount earned according to the years of service.

(4) Service credit for regular furlough periods shall be allowed on the basis of 15 months or less per furlough, with the total amount of furlough considered rather than individual furloughs. Furloughs extended for itineration, study, health, or family situations will not receive service credit beyond this regulation unless special action is taken by the Division at the time of the extension. Service credit for health or emergency furloughs shall be proportionate to the part of the term completed prior to the furlough.

(5) One year final furlough with pension credit shall be allowed for a missionary who retires before the age of 65 under the regulations for special retirement.

(6) For missionaries who sail for the last term of service after January 1, 1950, the pre-retirement furlough shall be one year, with service credit allowed.

(7) If a missionary commissioned on or after July, 1940, who has served ten years, is unable through no fault of her own to continue in service and is retired by the Woman's Division:

- a. She shall cease to contribute to the retirement fund.
- b. She may receive, on annual recommendation of the Division, payment from current funds of the Division until:
  - (a) She obtains employment with remuneration equivalent to the minimum salary of a missionary, or
  - (b) She reaches the retirement age.

(8) If a missionary commissioned on or after July, 1940, who has served more than five years leaves the service of the Woman's Division before she reaches the retirement age, she may elect to leave her contributions in the pension fund and retain pension credit for the years of service to the date of withdrawal, with pension payment to start at the retirement age.

(9) If a missionary has served less than five years with the Woman's Division when she withdraws, she shall receive a cash refund of the total of her contribution to the fund, without interest, in lieu of all other benefits.

(10) If a missionary of the Woman's Division marries a missionary of another Division of the Board or for any reason transfers to another Division of the Board or to any other board or agency of The Methodist Church, she shall leave her contribution in the pension fund. At the age of 65 she will be entitled to receive pension payments based on her years of service with the Division.

(11) In order to receive pension credit for years spent on leave of absence without salary from the Woman's Division, a missionary must pay into the pension fund both her own contribution and that of the Woman's Division. Contributions for years on leave of absence without salary may not exceed two years.

(12) A missionary in service with the Division before July, 1940, (under the Woman's Foreign Missionary Society or the Woman's Missionary Council) who is unable to continue in service through no fault of her own may apply for special retirement if she has 15 years or more of service credit, with retirement allowance to begin at the age of 65.

(13) If a missionary commissioned before July, 1940, marries a missionary of another Division, the pension allowance to be made will be considered at the time of her marriage.

#### **204. *What is Social Security?***

(1) As of January 1, 1951, the Woman's Division and the General Division filed with the Collector of Internal Revenue a waiver certifying that their workers wished to participate in the federal Social Security Act for Old Age Pensions. This is a contributory plan and currently (1957) provides for the payment of 4½ per cent of the salary (2¼ per cent from the Division and 2¼ per cent from the individual). The individual is eligible to benefits (based on the amount of salary received) beginning at age 65, in accordance with the existing Social Security regulations.

(2) In the Woman's Division all missionaries employed after January 1, 1951 automatically are participants in the Social Security plan. Missionaries employed before January 1, 1951 who elected to enter the Social Security plan are also covered. In the General Division only unordained missionaries are eligible to participate under these regulations. However, in

1954, the Social Security Act was amended to permit the participation on the part of ordained missionaries as self-employed persons. In the case of married couples, the status of the husband is the determining factor.

(3) To participate in the Social Security plan as a self-employed person, an ordained missionary must file a waiver certificate with the Collector of Internal Revenue and thereafter pay a social security tax based on his annual income up to a maximum of \$4,200 a year. Once a missionary has signed a waiver certificate he cannot drop out of the plan. For the year 1957 the tax will be  $3\frac{3}{8}$  per cent of salary and there will be increases later on. The tax is due at the time of filing of a federal income tax report. This means that an ordained missionary, although exempt as a non-resident citizen from paying income tax, must file a report and pay the social security tax. The necessary blanks are available through the field treasurer and must be filed by June 1 of each year. It is suggested that the blanks be sent to the Division treasurer with instructions as to how payment is to be made. The benefits under the self-employed status are the same as for lay workers.

Social Security benefits are in addition to any pension received from the Board. To secure these benefits each missionary must file his or her own application at the nearest social security administration office and this can be done approximately two months before retirement date.

The Social Security plan also provides for **death benefits**.

### **205. *Must a missionary pay United States income tax?***

(1) A missionary is exempt from paying United States income tax as a permanent non-resident citizen under Section 911 of the Internal Revenue Code of 1954. He qualifies for this exemption after continuous residence overseas for 18 months. However, a new missionary going to the field for the first time can avoid paying income tax from the beginning of



his service on the field provided he requests and obtains from the Baltimore District Director of Internal Revenue an extension of time for completing and filing his return. This extension should be for the time necessary for the missionary to qualify under Section 911. If a missionary pays income tax during his first year on the field, before he has qualified for exemption, he should file for a refund of any tax paid on income earned overseas just as soon as he has qualified for the non-residence status. However, where the individual expects subsequently to complete a period on the field that will qualify him for an exemption, it is generally advisable to apply for the extension of time for filing the return rather than to pay the tax and file a claim for refund later.

(2) A missionary coming home for furlough does not lose his exemption as a non-resident citizen provided there is full intent on his part to return to his foreign post. No definite time limit is set for the furlough period, since the question of intent and the wishes of the employing body are the governing factors.

(3) If a missionary either loses or gives up his non-resident status and returns to the United States without intention of returning to the field, he is still permitted to exclude from his gross income the entire amount of any furlough allowance that is attributable to his services performed abroad, regardless of when received.

(4) When a missionary comes to the United States to retire, his terminal furlough salary is exempt from income tax since it is payment for services performed abroad. Pension payments which are on a contributory basis are thereafter taxable under the regular rules for annuity incomes.

(5) Only earned income for personal services rendered outside the United States may be excluded from gross income. That means that all other income, such as dividends, interest, rents received by a missionary for personal property, et cetera, is



subject to federal income tax. "Earned income" includes children's allowances, locality allowances, post allowances, service allowances, et cetera.

(6) No withholding of United States income tax is required where at the time of payment of salary it is reasonable to believe that such remuneration will be excluded from gross income on the basis of a period of foreign residence.

(7) If a missionary enters remunerative employment while on furlough the situation regarding the liability for income tax payment is changed. A missionary should, therefore, clear with his or her executive secretary before undertaking such employment.

**206. *Is any provision made for missionaries for endowment payments on retirement or retirement residences?***

(1) Beginning June 1, 1956, the General Division adopted a life insurance and endowment program for missionaries. This is a contributory plan which provides for contributions at the rate of \$4.00 a month on the part of the head of a household. It provides \$5,000 life insurance on the head of the household, and at retirement at age 70, a cash payment of \$5,000 with the life insurance provision terminating. In the event of retirement before age 70, the missionary receives the actuarial equivalent of this amount. This plan is designed not only to provide protection to the missionary family during its active years of service, but also a cash payment to help in the adjustment to the retired relationship.

(2) The Woman's Division maintains retirement homes to which retired missionaries, both home and foreign, are eligible.

## **XX. CRUSADE SCHOLARSHIPS**

As one way of cooperating with the church in other countries the Board encourages carefully selected young leaders from each field to spend a period in advanced study in the United States of America or elsewhere outside their own country. For this purpose scholarships will be awarded as funds and applicants are available to a limited number of men and women from each geographical area.

### **210. *Who is eligible for Crusade scholarships?***

Mature men and women between the ages of 25 and 35 wishing to do graduate study who have shown leadership qualities in the church in their home countries. Such persons must have a good command of the English language and be in excellent health.

### **211. *How does a person apply?***

Application should be made to the Field Committee. Forms are available for such application. Applications are first screened by the Field Committee or by a subcommittee appointed for this purpose, endorsed by the bishop, and forwarded to the executive secretary concerned. They are then approved by the Interdivision Committee and recommended to the Crusade Scholarship Committee.

### **212. *What does a scholarship provide?***

A Crusade Scholarship is granted for the completion of a course of study not to exceed two years. It pays travel, tuition, living costs, textbooks, and a small monthly allowance for incidentals. If a Crusade Scholar is asked officially to attend youth camps, church assemblies, or other conferences, his expenses are provided.

**213.    *Who provides the funds for Crusade scholarships?***

The funds are provided by the Week of Dedication offering and by the Department of Work in Foreign Fields of the Woman's Division of Christian Service.

## **XXI. GENERAL INFORMATION**

### **220. *Where are the headquarters of the Board?***

(1) The headquarters are at 150 Fifth Avenue, New York 11, New York—at the corner of Fifth Avenue and 20th Street. The offices are closed on Saturday, Sunday, and legal holidays, but the building is open for a part of the day on Saturday.

(2) The office in San Francisco is at 83 McAllister Street, San Francisco, California.

### **221. *How does one send a cable to the Board?***

(1) The cable address is MISSIONS, NEW YORK. When a cable is sent, the surname of the person for whom it is intended should appear as the first word of the message.

### **222. *When is the annual meeting of the Board held?***

(1) The annual meeting convenes the third Tuesday in January unless otherwise ordered by the Board or its General Executive Committee. The Woman's Division convenes the previous Tuesday. The place of meeting is determined annually by the Board.

### **223. *How often do the Executive Committees of the Board and its Divisions meet?***

(1) The General Executive Committee meets on the third Wednesday and following Thursday of April and on the fourth Wednesday and following Thursday of September. The executive committees of the Divisions and the Joint Section meet in connection with the meeting of the General Executive Committee.

**224. What are the legal names of the Board and its Divisions?**

(1) The proper legal names to be used in all legal documents, bank accounts, deeds of transfer, leases, wills, and contracts are:

- a. Board of Missions of The Methodist Church
- b. Division of World Missions of the Board of Missions of The Methodist Church
- c. Woman's Division of Christian Service of the Board of Missions of The Methodist Church.



## **XXII. MISCELLANEOUS**

### **230. *Should a missionary engage in politics in his field?***

In all relationships the missionary should remember that he is a guest of the country in which he works. Since he is not a citizen of the country, he should refrain from involvement in political activities, movements, and disputes, and from any interference in matters of government.

# APPENDIX

## SPECIAL-TERM MISSIONARIES

### **240. *What is a special-term missionary?***

(1) A special-term missionary agrees to serve for one period of not less than three years.

- a. He may be a person of experience who can devote a limited number of years to a special assignment abroad, or
- b. He may be a young person just out of college or professional school who has not yet accepted foreign missionary service as his life work but who believes in the missionary enterprise and wishes to spend at least a few years in service overseas. The special-term program is not designed as a trial period for missionary service.
- c. A special-term missionary must be approved by the Joint Committee on Missionary Personnel and accepted by the Board and assigned by the General or Woman's Division to a definite work in a foreign country, but he is not commissioned by the Board.

### **241. *Can a special-term missionary marry while in service?***

A special-term missionary agrees to remain single during his or her term of service.

### **242. *Can a special-term missionary change his status to that of regular missionary?***

If a person serving as a special-term missionary wishes to enter foreign service as a commissioned missionary of the

Board, he should apply to his executive secretary. The secretary will transmit the application to the Joint Committee on Missionary Personnel. Only after approval by that committee and by the Board can such a missionary be commissioned.

**243. *Can a person serve two terms as a special-term missionary?***

No. If a person returns to the field for a second term, he is expected to go as a regular or commissioned missionary.

**244. *What are the requirements for a special-term missionary?***

The requirements in general are the same as those for regular missionaries. There are special types of service for younger unmarried men and women for which the following standards apply:

Age: 21-28 years.

Health: Excellent.

Education: Graduation from an accredited college.

Experience: Part-time or student work experience will be recognized.

Marital Status: They must agree to remain single during the period of service.

**245. *Is a special-term missionary given any orientation before he goes to the field?***

Yes. Each year a six-weeks training school is held for special-term missionaries under the auspices of the Board.

**246. *What salary and allowances does a special-term missionary receive?***

(1) The salary and allowances are fixed by the Board. Salaries are equal for short-term missionaries in similar circum-

stances and conditions. It is the policy of the Board to provide salaries that will enable missionaries to work efficiently and give their entire time and attention to missionary service without anxiety regarding personal living expenses as long as they practice reasonable economy.

(2) Salaries vary in different countries according to the expenses of living. The yearly salary of a special-term missionary is the adjusted salary for that field, that is, the standard salary of \$1,200 plus a cost of living grant for the field, if any.

(3) The total support of a special-term missionary includes salary, living quarters with heavy furniture, the cost of travel to and from the field, and medical grants.

(4) A personal outfit allowance is granted, the amount fixed at each Annual Meeting of the Board.

**247. *When does the salary begin and end?***

(1) Salary begins one month before the date of sailing.

(2) The salary for a special-term missionary is for the term of service on the field, plus the time necessary to return home by the most direct route, plus a month's salary for each year of service.

**248. *Are special-term missionaries eligible to Social Security?***

Yes. (See Par. 204, p. 93 for scale of deductions.)

**249. *Is a short-term missionary given an opportunity to study the language of his field?***

A small grant for language study, up to one third of the regular study allowance, may be made to special-term missionaries who make a serious study of the language outside their regular working time or during vacations.

- 250. Correspondence with the Board** (See IX, p. 38.)
- 251. Letters to Supporters** (See IX, p. 39.)
- 252. Travel and Shipping** (See XVI, p. 63.)
- 253. Special Services to Missionaries** (See XVII, p. 80.)
- 254. Are special-term missionaries eligible to pension under the Board?**

**(1) Woman's Division**

- a. A special-term missionary of the **Woman's Division** is not enrolled in its pension plan.
- b. If a special-term missionary becomes a regular missionary during the three-year period or within two years after the completion of her term of service, she may be enrolled in the pension plan of the Woman's Division retroactively to cover the period of her service. The missionary shall be responsible for her contribution for the retroactive period.
- c. If a special-term missionary marries a regular missionary of the General Division at the completion of her term of service, she shall be enrolled in the pension plan of the Woman's Division retroactively to cover the period prior to her marriage. The Department of Work in Foreign Fields will be responsible for the Division's contribution to the pension fund for the retroactive period, and the missionary shall be responsible for her contribution for the retroactive period.

**(2) General Division**

A special-term missionary of the General Division is included in the regular pension plan of that Division.



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